**EMPLOYMENT SKILLS QUIZ KEY**

1. Productivity, quality of work, good judgment, safety consciousness, care of equipment
2. – Know how to do your job (proper training and education)

– Perform the job in the way you have been trained

– Learn and follow established safety rules, such as wearing required safety equipment

1. Any four of the following

– Follow orders

– Accept assignments cheerfully

– Have a positive attitude

– Be willing to help

– Accept criticism

– Show enthusiasm

– Do not be critical

1. True
2. Productivity
3. Judgment
4. Assertive
5. Your attitude determines how you react to situations, and also how others perceive you. A positive attitude helps control how you react and how well you get along with your employer and coworkers. Positive people like to cooperate, admit mistakes, turn negative situations into positive ones, and rarely complain. Employers are more likely to reward a person with a positive attitude.

Also, customers are drawn to people with positive attitudes, and happy customers come back for repeat business, which is good for the company.

1. Any two of the following

– Constructive criticism addresses behavior (not attitude)

– Is offered immediately

– Includes positive points

– Offers specific actions to solve the problem

– Is usually given in private

1. Professionalism