

## Self-Assessment Questionnaire: Work Habits

### Directions

Evaluate your “in school” work habits and interpersonal skills. Read each statement below. Rank your skill level on a scale of 1 to 10 (10=highest, 1=lowest). Circle the number to show your ranking.

1. **I am a dependable worker.** I get my homework done and turn it in on time. I try to do a good job with my assignments. If teachers ask me to do something, I’ll get it done.

10   9   8   7   6   5   4   3   2   1

2. **I am punctual.** I get to school on time and am hardly ever tardy. I am not absent very often.

10   9   8   7   6   5   4   3   2   1

3. **I get along well with others.** I don’t make fun of other people. I do not judge people by their race, ethnic group, or religion. I don’t spread gossip. I don’t get in arguments or fights. I try to be friendly to everyone. I show respect to my teachers.

10   9   8   7   6   5   4   3   2   1

4. **I am a productive worker.** I use my study time wisely. I get my work done without wasting time.

10   9   8   7   6   5   4   3   2   1

5. **I am responsible.** I always have the supplies I need, like pencils and paper, to do my work. I remember to write down my assignments and take home the books I need. I take good care of my school books and don’t lose them.

10   9   8   7   6   5   4   3   2   1

6. **I work well without supervision.** If the teacher is out of the room or busy with another student, I still do my work. I don’t take advantage of the teacher and goof around when I should be working.

10   9   8   7   6   5   4   3   2   1

7. **I have a positive attitude toward my school work.** I don't always complain and say I hate school. I try to do my best even if the work is hard for me. If I'm having trouble with a subject, I ask for help.

10   9   8   7   6   5   4   3   2   1

8. **I show initiative.** I do my work and accept tasks without having to be told again and again to get busy. I try to plan ahead and make sure I have enough time to study for tests and finish assignments. I offer helpful suggestions.

10   9   8   7   6   5   4   3   2   1

**Scoring Your Test:** Add all the numbers you circled to get your total points. Write your total on the line below. Use your total to find your overall work habits and interpersonal skills rating.

Your Total Score \_\_\_\_\_

Your Rating \_\_\_\_\_

80-73 = Excellent  
72-65 = Good  
64-49 = Average  
48 and below = Poor