

What Type of Worker are You?

1. There is a piece of trash in the lobby of your office building. You:
 - A. Do not see the trash; observation is not one of your strong suits.
 - B. Pick up the trash and throw it away, thinking nothing more about it.
 - C. Pick up the trash and start thinking of a process to ensure no more trash finds its way into the lobby.
 - D. Let the manager over the cleaning crew know they are performing sub-par.

2. For the third time this week your computer freezes up. You:
 - A. Call the IT department and take a break, there is nothing you can do about it anyway.
 - B. Create a list of all the things you were working on each time it froze to find a pattern, work with the IT department to fix, then share the findings with your peers.
 - C. Turn your computer off then back on sending a note to the boss that IT is failing to maintain the systems.
 - D. Call IT and remain available to ensure you can answer any questions they have while working on fixing the system.

3. Newly promoted to Communications Manager, the process coordinator for your company's clients, you:
 - A. Continue the way you were shown because that is the process that is expected of you.
 - B. Complain to co-workers how tedious and ridiculous the process is.
 - C. Determine a way to complete the process in half the time, implement the areas you can and meet with the boss to show the cost benefits of changing the process – even though it means buying a new software database.
 - D. Quietly adjust obvious redundancies to make the process better.

4. In a meeting with other managers, one of your peers is presenting issues and solutions they are dealing with in their department. You:
 - A. Applaud their fantastic presentation and, after the meeting, let them know you can show them how to add videos directly to their file.
 - B. Listen attentively and hope it goes well for them.
 - C. Volunteer a person from your department to help out with a cross functional solution.
 - D. Speak up during their presentation to ask if they considered the fact their solution is too costly.

5. When asked for volunteers to help out with your Company's nonprofit foundation you:
 - A. Cannot afford the extra time outside of work, but sign up to give feedback for ideas.
 - B. Explain to the boss that it is unrealistic to ask employees to give their time when most people already work overtime as it is.
 - C. Work to create ways people can be a part of the process that can fit into any amount of time they have.
 - D. Don't have time for one more activity on your plate, working takes enough time out of your schedule.

What Type of Worker are You? cont.

6. While taking notes on actions to send to your department during a meeting between two Vice Presidents, you:
 - A. Explain that the solution they are thinking about will negatively impact the morale of the employees and you would suggest they come up with a different solution.
 - B. Bring up the fact that you can pull all the information they are seeking using your computer skills, saving countless hours of manual compilation.
 - C. Continue to listen and write down take-aways, this discussion is above your paygrade.
 - D. Figure if they want your opinion they will ask for it, and then you will let them know your ideas.

7. In an advertising meeting you notice the leader has completely lost control of the room. You:
 - A. Get your information ready based on what has already been suggested and have it ready at the end of the meeting to turn in.
 - B. Don't worry about it, you are getting paid either way.
 - C. Let the person know sitting next to you what a waste of time these meetings are.
 - D. Stand up, go to the front of the room and call everyone's attention back to the leader.

8. Prior to boarding a plane for a business trip, you realize the plane ride would be a good time to cover information with the boss. You:
 - A. After arriving at the destination, chat with the boss of the wasted work time on the plane.
 - B. Ask the person next to you if they would be willing to switch seats so you can sit next to the boss.
 - C. Look at your seat number in hopes you are sitting together.
 - D. Make sure to let the booking agent know to put your seats together next flight.

9. When going to use the copy machine you see there is paper jam. You:
 - A. Attempt to clear the jam yourself.
 - B. Go find the office manager so they can fix it.
 - C. Clear the jam yourself and email your peers letting them know not to use card stock in the printer as it jams it.
 - D. Let the office manager know that not only is the copier jammed, but people need to get it fixed and not just leave it for others to figure out.

10. While watching a webinar required for your position you:
 - A. Notice some areas that were left out or outdated. You compile the correct data and send it to the webinar contact.
 - B. Complete the webinar within the time frame asked of you.
 - C. Let the boss know what a waste of time the webinar was as the information was outdated.
 - D. Take note of what was outdated and look up the accurate information so you know for your job.