

COMPETENCY

GETTING ALONG WITH OTHER WORKERS WORKSHEET ANSWER KEY

1. Why is teamwork important in the workplace?

Acceptable responses include: to best utilize a wide range of skills and knowledge, to have a common goal, to work together, to promote a good work environment, to get to know everyone, to develop cooperation between workers, etc.

2. Which of the following do you, personally, need to be most careful about in the workplace?

Any one will do.

3. Of the 14 basic human relations, which three are your main strengths?

Acceptable responses include any three from: get to know co-workers, don't try to change everything, be honest, be direct, avoid gossip, be positive and supportive, show appreciation, share credit when it is deserved, return favors, live in the present, ask for help and advice when you need it, avoid battles, follow group standards, take an interest in your co-workers' jobs.

4. Of the 14 basic human relations, which three do you need to work on the most?

Acceptable responses include any three from: get to know co-workers, don't try to change everything, be honest, be direct, avoid gossip, be positive and supportive, show appreciation, share credit when it is deserved, return favors, live in the present, ask for help and advice when you need it, avoid battles, follow group standards, take an interest in your co-workers' jobs.

5. What must you personally do to avoid harassing someone, either sexually or racially, in the workplace?

Acceptable responses include: avoid telling sexual or racial jokes, avoid gender and racial slang, be sensitive to the individual differences of others, and recognize other ethnic culture mannerisms, etc.

6. If dating is allowed in the workplace, do you have the temperament to date?

Either is acceptable.

7. Explain your answer to number 6 above.

Follow the logic based on their answer to question 6.