

ASK QUESTIONS ANSWER KEY

Ask Questions

Acceptable responses include the ones below:

1. To be sure that the job is done correctly from the beginning, to not waste time, and to assure that the assignment is completed on time.
2. Summarizing responses helps the supervisor know that you understand the assignment.
3. If the supervisor is unavailable you can ask an experienced co-worker questions, perform the portions of the task you are clear on and ask questions when the supervisor returns, or help with other work until the supervisor is available to instruct you on what to do.
4. Memorization is important so you do not have to ask questions more than once.
5. You can make notes and refer back to the notes whenever you perform that job function.
6. Summarizing responses helps workers because it verifies your understanding of your assignment. If your summary is not correct, it will point out to your supervisor that further clarification/explanation of the assignment is required.