

Self-Test: Do you have these skills?

Scenario A:

It is the holiday season and you are working at a toy store. You have been at work since 9:00 a.m. Your boss gave you tasks to complete by lunch and then gave you another task to complete after lunch. You have completed your morning tasks and there are 30 minutes before your usual lunch break. You notice that the store is looking quite messy and your boss is in an important meeting so you cannot ask her what she wants you to do next. How can you show your independence and initiative skills?

Your Answer:

Scenario B:

You are working as a nondestructive tester in the manufacturing industry. In this job you examine products to make sure they meet standards and you often work alone. Today you are using a computerized tester to examine a new music player (MP3). You were expecting your boss to come in and set up the computer tester since you have very little experience with this type of tester. You get a call from him saying that he will not be in the office today. How can you show your independence and initiative skills?



Your Answer:

Answers:

Scenario A

If it is allowed with work policies, you could go to lunch early. The boss will be back from the meeting by then and you can talk to your boss and get an early start on the next task. Another option is to use this extra time and clean up the store before your lunch break. Make your choice based on what you think would be most helpful. Both of these options will show your boss that you know how to take initiative. It also shows they can depend on you to complete your tasks on time.

Scenario B:

Take the initiative and come up with a solution on your own. You can try to set up the computerized tester by yourself. By taking this route you are using your skills by overcoming obstacles, taking the initiative, and by working without supervision. Only take this route if you have previous knowledge using the tester and/or tester instructions/user guide. If you do not have a guide, you could use the Internet to quickly look up the tester model and see if instructions are available online. If you do not have instructions, you could also contact a co-worker who knows how to set up the tester to see if they can assist you. Either of these options will show your boss that you know how to take initiative to get the job done.



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