Please provide the information requested below before completing the Work Styles Inventory.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Current Employee</th>
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<tbody>
<tr>
<td>Signature</td>
<td>Job Candidate</td>
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<tr>
<td>Signature</td>
<td>Date</td>
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Instructions

Carefully read all instructions before beginning the Work Styles Inventory™. You are to mark all responses directly in this booklet.

The Work Styles Inventory™ contains 150 statements. Please read each statement carefully before responding. Using the 5-point rating scale provided, identify your level of agreement or disagreement with each statement. Fill in the one answer that corresponds most closely to your response. Be sure to mark one and only one answer for each statement.

For example,

<table>
<thead>
<tr>
<th>Rating Scale:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Strongly Disagree</td>
<td>①</td>
<td>②</td>
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<td>Agree</td>
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<tr>
<td>Strongly Agree</td>
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</table>

1. Fill in "1" if the statement is definitely false or if you **STRONGLY DISAGREE** with the statement.
2. Fill in "2" if the statement is mostly false or if you **DISAGREE** with the statement.
3. Fill in "3" if the statement is about equally true or false or if you **NEITHER AGREE NOR DISAGREE** with the statement.
4. Fill in "4" if the statement is mostly true or if you **AGREE** with the statement.
5. Fill in "5" if the statement is definitely true or if you **STRONGLY AGREE** with the statement.

There are no right or wrong answers. Please respond as accurately and honestly as possible. If you fill in the wrong bubble or change your mind, erase your first answer completely, and then fill in the bubble that corresponds to your final answer.

You have 90 minutes to complete the Inventory. When you are ready, you may turn the page and begin.
Rating Scale: 

<table>
<thead>
<tr>
<th></th>
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1. I enjoy helping others.
2. I prefer to work alone.
3. I am an assertive person.
4. I appreciate receiving constructive feedback about my performance.
5. Asking for help is a sign of weakness.
6. I adjust my behavior to make others feel comfortable.
7. I am more dependable than most people.
8. I try to perform all tasks assigned to me in a conscientious manner.
9. I work toward my goals in a systematic fashion.
10. I enjoy starting new projects.
11. I think things through before reaching a decision.
12. Others ask me to check their work.
13. I'm an even-tempered person.
14. I remain calm when others become upset.
15. I make a special effort to help others even when I don't have to.
16. I find it difficult to complete a project when working as part of a team.
17. I sometimes fail to assert myself as much as I should.
18. I often feel badly when someone criticizes my work.
19. It is important to ask for assistance when needed.
20. I am very good at changing my work style to deal effectively with different people.
21. Others come to me when they want to make sure a job will be done correctly.
22. Sometimes I'm not as responsible as I should be.
Rating Scale:


23. I work hard to achieve my goals.
24. I don't wait for someone to tell me what to do before starting a new task.
25. Occasionally I act first and think later.
26. I often notice errors or defects that other people fail to notice.
27. I am known for having a quick temper.
28. When I'm under a lot of stress, I don't deal with people very well.
29. I am nice to others even if they really don't deserve it.
30. I generally make valuable contributions to team efforts.
31. I often assume a leadership role when working in groups.
32. People who criticize my work should mind their own business.
33. I am more comfortable asking my peers rather than my superiors for help.
34. People should accept me the way I am.
35. I do tasks I dislike without anyone having to remind me to do them.
36. I keep commitments that I make.
37. I don't feel driven to get ahead.
38. When I finish an assignment or task, I start a new one on my own without being told to do so.
39. I always consider the consequences before I act.
40. I check all of my work very thoroughly.
41. I am not temperamental.
42. I am a much nicer person when I'm not under a lot of stress.
43. If a person looks like he or she is lost, I stop and ask if I can help.
44. Seeking input from others slows down task progress.
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<td>Agree</td>
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1. I usually let others do the talking.
2. I have learned a great deal from having others critique my work.
3. I usually try to solve problems on my own.
4. I dislike being around people who are always trying to influence my decisions.
5. I am an efficient worker.
6. I'd really have to be sick before I'd miss a day of work.
7. I strive for excellence in everything I do.
8. When I see a problem, I take the initiative to do something about solving it.
9. I often make hasty decisions without considering the consequences.
10. I carefully read documents that require my signature.
11. I often become frustrated with my co-workers.
12. I tend to lose my composure when I'm under pressure.
13. I go out of my way to help others if I can.
14. I prefer to make decisions on my own.
15. Other people look to me to make decisions.
16. It is important for me to give constructive feedback to my co-workers.
17. I rarely need to ask for assistance with my work.
18. I prefer that people adapt to my style of doing things rather than having to adapt to their style.
19. It doesn't make much sense to work too hard on something if no one will notice my efforts.
20. I accept responsibility for my mistakes.
21. Anyone who is able and willing to work hard has a good chance of succeeding.
### Rating Scale:

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66. People praise me for my initiative.
67. I carefully plan ahead before completing my work.
68. Given a choice, I would rather not work in an environment that requires me to keep detailed records of my work.
69. It takes a lot to upset me.
70. I may lose my composure in stressful situations.
71. I find it easy to be outgoing with people I don't know.
72. I often get valuable ideas from others.
73. It is difficult for me to take charge of a situation.
74. It is difficult for me to provide someone with negative performance feedback.
75. I don't hesitate to ask for help when I need it.
76. I am willing to change my mind after making a decision if there is a compelling reason to do so.
77. I may have to be reminded to return things I've borrowed.
78. I am answerable for my actions.
79. I have difficulty accomplishing my goals.
80. I often volunteer to participate in extra activities.
81. I think twice before I answer a question.
82. I often have trouble finding things, because I forgot where I put them.
83. Minor annoyances frustrate me.
84. I sometimes make bad decisions, because I let my emotions interfere with my judgment.
85. I take a personal interest in people with whom I work.
86. Having to work as part of a team prevents me from doing my best work.
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1 2 3 4 5  
87. I don't really speak up unless absolutely necessary.
88. I usually try to do what is expected of me so as to avoid criticism.
89. If I don't understand what I am assigned to do, I'll ask for clarification.
90. I believe there is usually one best way to get a job done.
91. My work performance is often adequate but is usually not my best effort.
92. Many of the mistakes I've made were not really my fault.
93. Knowing I've done my best is rewarding to me.
94. When I notice something that needs to be done, I immediately do it.
95. I am methodical in my approach to work.
96. I don't perform my best when doing work that requires careful attention to detail.
97. There have been times when I have become very upset with others at work.
98. When I'm under stress, I sometimes feel as though I'm losing control of the situation.
99. I try to be courteous to everyone I meet.
100. I enjoy the camaraderie of teamwork.
101. Rarely will I voice my opinion.
102. Having my work critiqued makes me very uncomfortable.
103. I would rather not ask someone for a favor even if it means I must go without something I need.
104. I frequently fail to finish what I start.
105. I often encounter obstacles beyond my control that prevent me from achieving my goals.
106. I am definitely motivated by money.
107. I often hope that other people will volunteer for things so that I won't have to volunteer.
<table>
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<tr>
<th>Rating Scale:</th>
<th>① Strongly Disagree</th>
<th>② Disagree</th>
<th>③ Neutral</th>
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<th>⑤ Strongly Agree</th>
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<tr>
<td>① ② ③ ④ ⑤</td>
<td>108. I always see to it that my work is carefully planned and organized.</td>
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<td>① ② ③ ④ ⑤</td>
<td>109. I prefer to have other people attend to the details of a task or project.</td>
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<td>① ② ③ ④ ⑤</td>
<td>110. I must admit that it makes me angry when other people interfere with my daily activities.</td>
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<td>① ② ③ ④ ⑤</td>
<td>111. I keep a cool head in emergencies.</td>
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<td>① ② ③ ④ ⑤</td>
<td>112. I treat others the way they treat me.</td>
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<tr>
<td>① ② ③ ④ ⑤</td>
<td>113. It is important for me to say what's on my mind even if it might hurt someone's feelings.</td>
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<td>① ② ③ ④ ⑤</td>
<td>114. I tend to interpret negative performance feedback as a personal attack on my character.</td>
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<td>① ② ③ ④ ⑤</td>
<td>115. Having to ask others to help me with my work shows that I'm not prepared to do my job.</td>
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<td>① ② ③ ④ ⑤</td>
<td>116. I often come into situations without being fully prepared.</td>
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<td>① ② ③ ④ ⑤</td>
<td>117. It is often not my fault when things go wrong.</td>
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<td>① ② ③ ④ ⑤</td>
<td>118. Once I set a goal, I will do nearly anything to reach it.</td>
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<td>① ② ③ ④ ⑤</td>
<td>119. I usually have to stop and think before I act even on seemingly trivial matters.</td>
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<td>① ② ③ ④ ⑤</td>
<td>120. When I am given a list of tasks to complete, I may skip one or two smaller tasks that don't appeal to me.</td>
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<td>① ② ③ ④ ⑤</td>
<td>121. I hate to be interrupted when I am working on something.</td>
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<td>① ② ③ ④ ⑤</td>
<td>122. It is often hard for me to make up my mind.</td>
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<td>① ② ③ ④ ⑤</td>
<td>123. I can be unpleasant to people who blame me for things that aren't my fault.</td>
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<td>① ② ③ ④ ⑤</td>
<td>124. I am not afraid to defend my position on decisions and/or issues.</td>
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<td>① ② ③ ④ ⑤</td>
<td>125. I take into consideration other people's feelings when providing performance feedback.</td>
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<td>① ② ③ ④ ⑤</td>
<td>126. Others consider me a hard worker.</td>
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<td>Rating Scale:</td>
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<td>Agree</td>
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</table>

127. Others are generally responsible for most of the problems I've encountered in my professional life.

128. I am good about pacing myself to ensure that things get done on time.

129. Planning ahead often prevents problems from occurring later.

130. I usually have to stop and think before I act even on seemingly trivial matters.

131. It rarely bothers me when something unexpected interrupts my daily routine.

132. I handle myself well in a crisis.

133. I won't help someone if he or she is being demanding or unreasonable.

134. When in a group of people, I usually do what others want rather than suggest others courses of action.

135. I often do as little work as I can without getting caught by my supervisor.

136. I waste a lot of time before settling down to work.

137. When everything seems to be going wrong, I am still able to make good decisions.

138. I often become impatient with people who need my assistance.

139. Meeting my customers' needs is very important to me.

140. I regard the right to speak my mind as very important.

141. I set high performance standards for myself and expect others to do the same.

142. Once I start a project, I always finish it.

143. I become anxious fairly easily.

144. I am rarely able to meet my customers' requests.

145. I always try to do at least a little more than what is expected of me.

146. When a task or project becomes difficult, I tend to work even harder to complete it.

147. I am able to maintain my focus even during emergencies.
148. Putting the customer first is not always a good policy.

149. My work often becomes derailed when I encounter unexpected obstacles.

150. I find it very stressful to have several people demanding my attention at once.

This is the end of the Work Styles Inventory™

Please take a minute to scan through the Inventory to ensure you provided an answer to each item. If you decide to change an answer, please be sure that your final response is clearly marked.

Once you have completed the Inventory, please return this entire booklet to your Human Resources consultant for scoring.