Workplace Do's and Don'ts: Self-Check

These habits help you keep a job. Check one box for each row. Be honest: this is for you, not a grade.

Name _____ · **Date** _____

I am thinking about: ☐ My job ☐ My internship or volunteer work ☐ School

At work: the do's	Always	Sometimes	Working on it
Come to work on time and stay until the end of your work day.	☐	☐	☐
Call your supervisor if you are sick and can't make it to work or if you are going to be late due to circumstances out of your control.	☐	☐	☐
Use the appropriate tone of voice and volume when speaking to coworkers or customers.	☐	☐	☐
Accept instructions and corrections to your work.	☐	☐	☐
Keep socializing and non-work conversations for break time and lunch time.	☐	☐	☐
Dress appropriately for the job you are hired for. Follow your workplace's dress code. Ask if you're not sure.	☐	☐	☐
Talk to coworkers, your boss and customers differently than you talk to friends.	☐	☐	☐

On a team: good teammates are...	Always	Sometimes	Working on it
Focused: I keep my mind on the task.	☐	☐	☐
Flexible: I can change what I'm doing when plans change.	☐	☐	☐
Clear: I say what I mean, and I ask when I don't understand.	☐	☐	☐
Hard-working: I do my share of the work.	☐	☐	☐
Nice: I am kind and polite, even when I'm busy.	☐	☐	☐

Work ethic words

Discipline: you follow the rules

Quality: you care enough to do something the right way

Responsibility: you take things seriously

Teamwork: you work well with other people

My plan

The one I will work on this week: _____

How: _____

Tip: Ask a job coach, supervisor or teacher to fill in a copy too. Compare your answers and talk about where they differ.

Free to print and share · © 2026 Ori Learning