

Test Your Office Savvy

True/False

- ___ 1. It's okay for me to show up late to work the first day of a new job because no one will have any real work for me to do anyway.
- ___ 2. I should wear casual clothes on Friday because all offices have "dress-down" Fridays.
- ___ 3. I should call my new boss by his or her first name.
- ___ 4. It's cool to play some music on my voice mail instead of just leaving the same boring message as everyone else.
- ___ 5. A good way to put customers at ease is to use only my first name when I introduce myself.
- ___ 6. If someone I work with undermines my work to me personally, I should complain to my boss immediately.
- ___ 7. It's important to listen to all the office gossip so I can know what is going on.
- ___ 8. Coworkers who look older than me will be flattered when I address them as "Sir" or "Ma'am."
- ___ 9. If my boss invites me to a holiday dinner party at his or her house, then I should reciprocate by hosting dinner at my house.
- ___ 10. I can say anything I want to in office e-mail because it's illegal for other people to read it.
- ___ 11. I asked someone to supply a reference for me during my job hunt six months ago, so there's no need to ask again. References are good for one year.
- ___ 12. If a prospective employer asks me to send a resume, I don't need to include a cover letter.
- ___ 13. During a job interview, one way to show I am eager, assertive person is to bring up the subject of money.
- ___ 14. It sounds too formal to say anything but "Hello" when I answer my office telephone.
- ___ 15. Office affairs are taboo in most workplaces these days.