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## SMART EMPLOYEES WILL ASK THEMSELVES THESE QUESTIONS

The following 20 questions cover five critical areas of your career. As you evaluate each question, you will find that your answers will reveal just how well you are doing at work. Are you a star employee, or should you be fired tomorrow? Your answers will tell.

Category 1: Job Mastery How well do I... 1. Perform skills that set me apart as a unique, highly valued employee? 2. Show expertise and a thorough knowledge specifically related to my field? 3. Understand the standards that my superiors evaluate me, and by what matrices the entire department is evaluated? Do I work to measure up to those standards? 4. Constantly educate myself on new advances in my field and acquire new skill necessary for the job? 5. Contribute to the overall goal of my company, and manage my daily tasks to work toward these goals? Category 2: Communication with Superiors How well do I... 6. Discern the reasoning behind my boss' top priorities, and plan my work to meet them? 7. Appreciate my superior's ability to balance the fine art of taking action and acquiring information? 8. Exhibit respect, support and understanding to the aspirations of my boss? Category 3: Gaining Visibility and Relating to Peers How well do I... 9. Work hard to create and maintain lasting, significant connections with people throughout the company? 10. Strengthen my ties throughout the department by communicating effectively? 11. Collaborate with my peers while keeping the competing spirit in check and under right intentions? 12. Make myself available as a resource to my colleagues, as well as seek their assistance when needed? Category 4: Belonging, Belief and Cultural Sensibility How well do I... 13. Maintain a clear understanding of the informal and formal lines of reporting in the company? 14. Respect the organization's approach to the marketplace, business and people? 15. Recognize the opportunities available for me to earn greater authority and responsibility in the company? Category 5: Resourcefulness and Good Judgment How well do I... 16. Understand the company so that I would be qualified to step up to a position of authority under the absence of my boss or another superior? 17. Work efficiently and effectively with the funds, tools and workspace allotted to me by the company? 18. Create relationships beyond the walls of the company to be used for leverage later down the road. 19. Seek to widen my scope of influence to make myself more valuable? 20. Relate to those who have more experience and may be able to mentor me in my career?

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