

# Check Your Answers: After You Read

## Section 17.1

### Review Key Concepts

1. Responsibility is demonstrating that you can be relied upon. This includes arriving at work on time and following directions. Work ethic is recognizing that you have an obligation to work hard and complete tasks.
2. Performance evaluations can formally recognize the accomplishments you have made. They can alert you to areas requiring improvement. Most companies use performance evaluations to determine raises and advancements.

### Practice Academic Skills

3. Students' skits should show that the employee wishing to succeed has a good work ethic and is responsible and honest, and the employee who does not care shows a poor attitude and poor customer service.
4. Created by Congress in 1971, OSHA's mission is to prevent workplace injuries and deaths. OSHA's inspectors work with businesses to make sure that they provide a safe working environment for employees.

## Section 17.2

### Review Key Concepts

1. A role conflict may keep you from participating in an activity that is important to you. It can also cause disorganization at work or at home.
2. To set priorities, you must first consider your values. Then you can set priorities based on them and on the responsibilities you have.
3. Family members may be able to take responsibilities off of your hands and offer emotional support.
4. new opportunities; a chance at moving up within a company; unhappy in current job; lay offs

### Practice Academic Skills

5. Summary should include a brief description of the story. The role that is out of balance should be clearly identified. Suggestions will vary but should be realistic ways to find a solution.
6. Resources will vary depending on location and availability. Each resource listed should include an accurate description of the service or goods provided.