



NEW HIRE ORIENTATION TEST

PLEASE ANSWER ALL QUESTIONS

NAME _____

DATE _____

Please Print

FACILITATOR _____

Please fill in the letter of the correct answer on the line provided. Choices directly to right of questions.

You may choose more than one answer, if you think it applies.

- | | |
|--|---|
| 1. Company has an employee handbook for _____ | a. Better understanding
b. Better relations
c. Both A & B |
| 2. Our company's Employee Handbook is a _____ | a. Type of contract
b. General guide
c. General glossary |
| 3. How do we commit to a system? _____ | a. Practicing the system
b. Understanding the system
c. Improving the system |
| 4. How can an employee change the system _____ | a. Verbalize to their supervisor
b. Submit a Document Update/Change in System100
c. By revising checklist, then telling everyone |
| 5. Employees may be immediately terminated for _____ | a. Getting sick
b. Missing work
c. Dishonesty |
| 6. Talking to someone at work in a sexually suggestive manner is a form of _____ | a. Misconduct
b. Sexual harassment
c. Flirting at work |
| 7. New Hire probation period covers a _____ period | a. Ninety-day
b. Sixty-day
c. Six months |
| 8. The Job Jacket Envelope is used as a _____ | a. Master Control Checklist for Quality Assurance
b. Tool to insure Customer Service
c. Holder for Job Information |
| 9. A Rework-Due-to-Error and a System Buster document are _____ | a. Disciplinary Forms
b. Tool used to help fix the system
(May go in employee files, if a pattern emerges)
c. Tool to show customers our organizational skills |

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10. On the Profile of an Ideal Employee document, write down the corresponding number of five attributes you think are the most important.
[There is no right or wrong answer]

11. It is _____ that most jobs have a low and high pay range

- a. True
- b. False
- c. Relevant

12. Checklists are to be used as _____

- a. Part of your regular job duties
- b. Extra work
- c. A tool used only when time permits

13. Keeping my Time Sheet accurate is _____ responsibility

- a. Employee supervisor's
- b. The Production Manager's
- c. My

14. TQM (Total Quality Management) is _____

- a. Continual improvement in production area
- b. Continual improvement in customer service
- c. Continual improvement in facility cleanliness

15. Your co-workers depend upon you, you are a part of a production _____

- a. Machine
- b. Team
- c. Agency

16. [YOUR COMPANY NAME] goal is to compete _____

- a. Locally
- b. Nationally
- c. Globally

17. If absent for more than one day employee should _____

- a. Call in, the first day only
- b. Call in every day and speak directly to supervisor
- c. Call and leave a message on voice mail

18. Failure to call in when sick or absent for any reason may result in _____

- a. Being written up
- b. Termination
- c. Loss of vacation

19. Reason employees should not run out of materials for their Work Center? _____

- a. Great purchasing manager takes care of it
- b. Excellent vendor who never forgets
- c. System of ordering materials in System100

20. Employee may be required to bring in a written _____ as proof of illness

- a. Excuse
- b. Doctor's verification
- c. Note from a friend

21. Reason company is committed to a written system _____

- a. The employee's benefit
- b. The company's benefit
- c. The customer's benefit

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22. What is the main reason [YOUR COMPANY NAME] is in business? _____
23. There are _____ paid breaks per day
24. Control Checklists should be used for _____
25. How do you know if a system is working? _____
26. I think tracking Rework-due-to-Error waste and displaying results on public screens is _____
27. [YOUR COMPANY NAME] is a _____
28. Employees are required to use _____, when operating certain equipment
29. Employees can be immediately terminated for _____
30. Interrupting another employee's work unnecessarily is _____
31. The company's goal is to bring Rework-Due-to-Error waste down to _____
32. The main reason our company has an employee orientation is for the benefit of _____
33. We allow weapons on-site _____
34. To solve a very difficult problem in your department, you can request a _____
- a. Give to charities
b. Great customer service
c. Make a profit
- a. Three
b. Six
c. Two
- a. Consistent results
b. Helping Sales and Marketing
c. Higher Profits
- a. By that good feeling you get
b. By tracking the system with data
c. By word of mouth
- a. Bad for employee morale
b. Helpful to employees
c. Good for customer relations
- a. Non-Profit Organization
b. Business for profit
c. Government subsidized business
- a. Safety equipment
b. Contacts
c. Tool belt
- a. Abusing equipment
b. Talking
c. Taking breaks
- a. Misconduct
b. Insubordination
c. OK
- a. 1 ½ %
b. 0 %
c. ½ %
- a. Customers
b. Vendors
c. Employees
- a. At night
b. Only in some departments
c. Never
- a. Team meeting
b. Meeting with bookkeeping
c. Totally new crew

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35. Employees can work outside of [YOUR COMPANY NAME] if it does not create _____
- a. Conflict of interest
 - b. Bad performance
 - c. Both A & B
36. How would you rate yourself, on a scale of one to ten, as far as organization and keeping your work area clean? (Our owner rates himself as a 5, without a system) _____
37. [YOUR COMPANY NAME] has reached all its goals that are written in our Mission Statement _____
- a. True
 - b. False
38. Quality Control is _____ job
- a. The owner's
 - b. My
 - c. Every employee's
39. Checklists are filled out _____
- a. During 90-day probation period
 - b. When it's convenient
 - c. Every day
40. [YOUR COMPANY NAME] started as a _____
- a. Medium-sized commercial printer
 - b. Screen printer
 - c. Small walk-in copy and print shop
41. A commitment to the system that ensures quality and service should be made by _____
- a. Upper Management
 - b. Salespeople
 - c. Production employees
42. A Mission Statement or a Code of Ethics Statement is to be used as a _____
- a. Marketing gimmick
 - b. Guide until you get the company making a profit
 - c. Set of goals and principles to use as a guide to make good decisions
43. The General Manager of will meet with me if I feel ANY supervisor(s) are mistreating me _____
The owner says he will.
- a. Yes
 - b. No
 - c. I don't know
44. Please briefly describe what the 100% system of cleanliness is _____
- _____
- _____
- _____
- _____

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Please respond to the following four questions...

45. Briefly describe your new Job Position with this company.

46. How important is the “Quality Control” aspect of your Job Position, and why?

47. Please describe how negative attitudes effect a department and a company.

48. Please write down any suggestions for how we might improve our New Hire orientation.

**Please be sure your name, date and Facilitator’ name is on the front page of your test.
Thank you.**



END OF TEST

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