NEW HIRE ORIENTATION TEST PLEASE ANSWER ALL QUESTIONS NAME 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.

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- Company has an employee handbook for _____
- 2. Our company's Employee Handbook is a _____
- 3. How do we commit to a system? _____
- 4. How can an employee change the system _____
- 5. Employees may be immediately terminated for _____
- 6. Talking to someone at work in a sexually suggestive manner is a form of _____
- 7. New Hire probation period covers a _____ period
- 8. The Job Jacket Envelope is used as a _____
- 9. A Rework-Due-to-Error and a System Buster document are _____

- a. Better understanding
- b. Better relations
- c. Both A & B
- a. Type of contract
- b. General guide
- c. General glossary
- a. Practicing the system
- b. Understanding the system
- c. Improving the system
- a. Verbalize to their supervisor
- b. Submit a Document Update/Change in System100
- c. By revising checklist, then telling everyone
- a. Getting sick
- b. Missing work
- c. Dishonesty
- a. Misconduct
- b. Sexual harassment
- c. Flirting at work
- a. Ninety-day
- b. Sixty-day
- c. Six months
- a. Master Control Checklist for Quality Assurance
- b. Tool to insure Customer Service
- c. Holder for Job Information
- 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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YOUR COMPANY, Inc.

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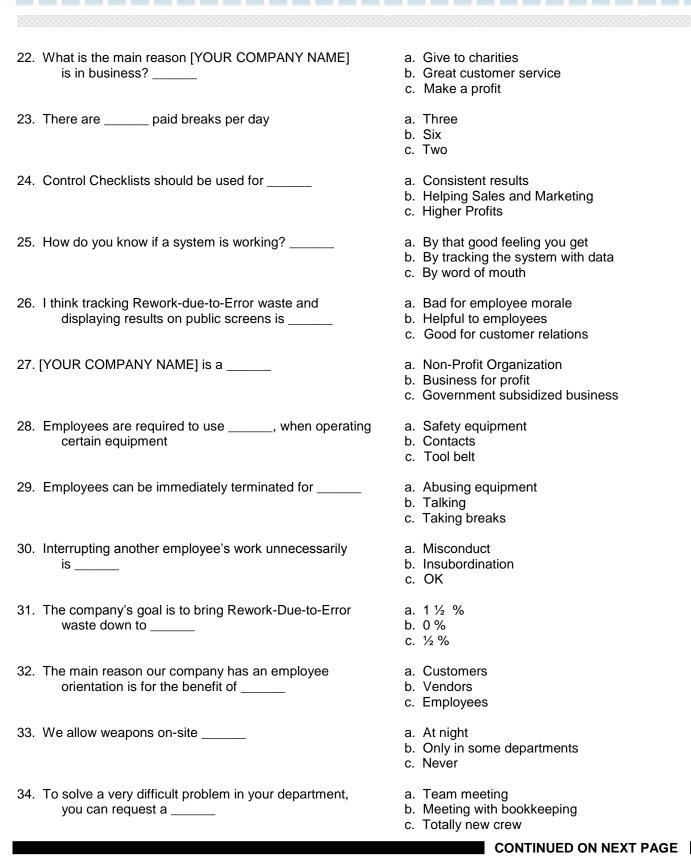
10. On the Profile of an Ideal Employee document, write down the corresponding number of five attributes you think are the most important. [There is no right or wrong answer]	
11. It is that most jobs have a low and high pay range	e a. True b. False c. Relevant
12. Checklists are to be used as	a. Part of your regular job dutiesb. Extra workc. A tool used only when time permits
13. Keeping my Time Sheet accurate is responsibility	a. Employee supervisor'sb. The Production Manager'sc. My
14. TQM (Total Quality Management) IS	a. Continual improvement in production areab. Continual improvement in customer servicec. Continual improvement in facility cleanliness
15. Your co-workers depend upon you, you are a part of a production	a. Machineb. Teamc. Agency
16. [YOUR COMPANY NAME] goal is to compete	a. Locallyb. Nationallyc. Globally
17. If absent for more than one day employee should	a. Call in, the first day onlyb. Call in every day and speak directly to supervisorc. 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 upb. Terminationc. Loss of vacation
19. Reason employees should not run out of materials for their Work Center?	a. Great purchasing manager takes care of itb. Excellent vendor who never forgetsc. System of ordering materials in System100
20. Employee may be required to bring in a written as proof of illness	a. Excuseb. Doctor's verificationc. Note from a friend
21. Reason company is committed to a written system	a. The employee's benefitb. The company's benefitc. The customer's benefit

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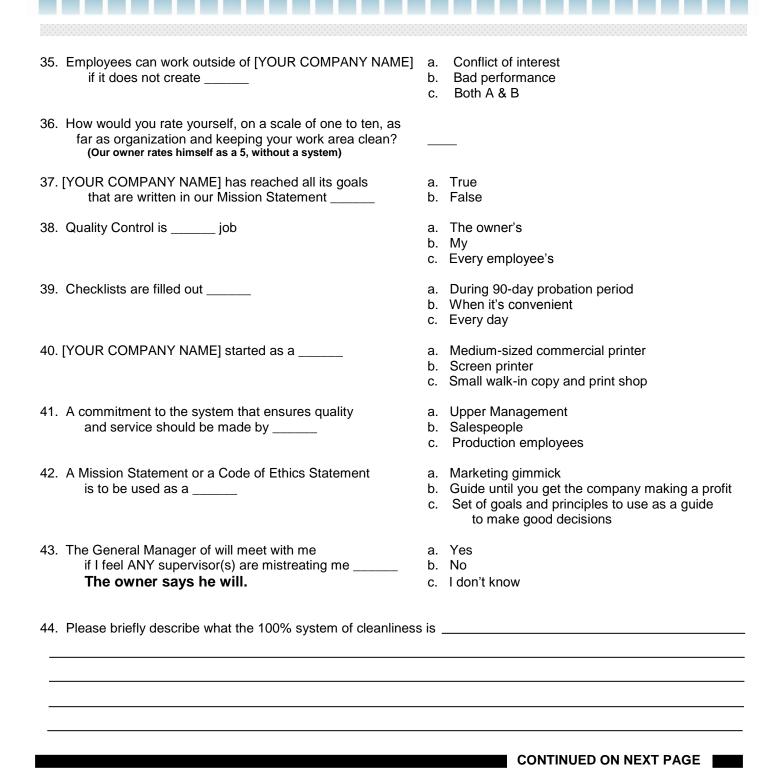


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Please respond to the following four questions...

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.

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