

NAME _____

A) Take a self-inventory by checking off the attributes of each trait that apply to you. Think about how you've used or exhibited each attribute you select.

Trait: Dependable

- You are often trusted with things of importance.
- You generally arrive places and complete tasks on time.
- You don't frequently change your mind.
- You're certain about your area of expertise.
- Others show confidence in work you produce.

Trait: Responsible

- You are accountable for your actions.
- You take the lead on projects.
- You complete duties that are assigned.
- You are self-motivated to be successful.
- You accept both praise and constructive criticism.

Trait: Hardworking

- You give 100% to projects you are assigned.
- You are productive with the time you have.
- You are always a step ahead of your deadlines.
- You are a disciplined worker.
- You develop and implement new and effective ideas.

Trait: Flexible and / or Willing

- You are generally an agreeable person at work and school.
- You try to compromise when working with a team.
- You seek to be fair in difficult situations.
- You follow directions and do what is asked.
- You volunteer to take on additional assignments when needed.

B) Practice writing a Problem Action Results (PAR) statement that you can use as a talking point in a job interview. PAR statements briefly explain a work problem or challenge that you've experienced, the action you took to solve that problem, and the results of that action.
