

Activity 45

Success on the Job

Directions: Each of the sentences below has to do with success on the job. Complete each sentence and use it as a clue to help you supply the missing letters in the corresponding numbered item. When the puzzle is complete, the circled letters will spell out the term that means “a written record of how well an employee performs on the job.”

1.	_____	_____	○	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	○	_____	_____	_____
3.	_____	_____	_____	_____	_____	○	_____	_____
4.	_____	_____	_____	_____	_____	_____	○	_____
5.	_____	_____	_____	_____	_____	_____	_____	○
6.	_____	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____	_____	_____

1. A person with whom you work is called your _____.
2. A move up to a better job with more responsibility is a _____.
3. Showing initiative will help you advance in your _____.
4. Cooperation while working together to reach a goal is called _____.
5. Coworkers who share feelings of _____ in their work, are more likely to reach goals.
6. Someone who works for a person or company is an _____.
7. One way to get along well with your coworkers is to keep an open mind and accept people's _____.
8. The key to success in any job is proving that you are mature and _____.
9. A promotion usually involves a _____ in salary.
10. Flexibility is the ability to _____ easily to new conditions.

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