

Name: _____ Date: _____



Chapter 16 Review

Test Your Knowledge

Part 1: True or False

Instructions

Read each statement below, then select True or False.

1. When entering into a new workplace culture, it is helpful to assess the types of leadership characteristics you observe in others so that you can better understand the expectations for your job performance.
True False
2. An employee does not need to worry about ethical responsibilities when assimilating into workplace culture.
True False
3. Style of clothing should be observed and respected in a workplace.
True False
4. Mutual respect is not relevant for customers and coworkers.
True False
5. An employee orientation is a book detailing guidelines, expectations, and rules.
True False
6. A satellite office is an office that is part of a larger organization but distanced from the main office.
True False
7. Assimilate means to take in, absorb, and thoroughly understand organizational culture.
True False
8. It is not helpful to observe the types of technology used when assessing organizational culture.
True False
9. During an employee orientation, you may begin to observe subtleties in organizational culture.
True False
10. Considering how an employer handles birthdays and holidays is part of understanding a company's culture.
True False

5. What questions related to positive leadership skills, techniques, styles, good listening skills, communication skills, and good integrity should you ask yourself when beginning a new job?