

Name: _____ Date: _____

DIRECTIONS: Think back to your observation session of a professional person in your life. Refer to your notes as you respond to the following questions.

1. What did you notice about this person as they behaved in a professional setting?

2. How did this person treat different people? Did he or she treat everyone the same or did he or she approach different people in different ways?

3. Was this person productive? Do you feel like this person was able to do the job effectively?

4. Was this person organized?

5. What tools did the person use to be professional?

6. How did the person use his or her time? How did that aid to being professional?

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7. Did this person encounter any difficult situations while you observed him or her? If so, how did the person respond? How did he or she solve problems?

8. What was the person's appearance like?

9. What was the person's overall attitude?

10. How did the person talk about other people when those people weren't around? Was he or she positive? Did he or she complain about others?

11. How did this person interact with coworkers? Do those relationships seem positive and friendly? Or do those relationships seem strained or frustrating?

12. Did you think this person behaved in an unprofessional manner at any point during your observation? If so, how?
