

Integrity Questionnaire

There are many ways to define integrity in the workplace. This questionnaire is interested in how **you** perceive integrity. For each of the following, provide two examples of integrity in the context of workplace or career skills. One should be positive and one should be an example of how integrity is violated in the same setting or situation.

Keep in mind this following list:

- The benefits of honesty and consequences of dishonesty—what can it tell others
- Preferential treatment
- Confidentiality
- Adhering to laws, company policies, rules, and ethical standards
- Gossip, favoritism, and cliques—respecting people
- Leadership
- Admitting mistakes and weaknesses
- Responsibility
- Respecting property, technology, tools, and machines used
- Acting honorably
- Doing right even if you can get away with doing wrong
- Reliability—being someone others can count on
- Earning the trust and confidence of others

Scenarios

1. You are completing your job application but realize you do not have experience with some skills listed in the job description.

Positive:

Negative:

2. The technology, tools, or a machine you use to complete your job, are a bit old and outdated and your production is held back.

Positive:

Negative:

3. Someone famous or a friend of yours is waiting for service or entry at your workplace and the line is a little long.

Positive:

Negative:

4. You work at a restaurant and there is a lot of leftover food at the end of the night.

Positive:

Negative:

5. You are receiving some online training, taking a quiz for a credential, and a coworker shows you how to use your web browser to search for answers.

Positive:

Negative:

6. A customer has left his/her wallet or purse in your store.

Positive:

Negative:

7. You have close friends at work, but they talk behind the back of another coworker who you respect.

Positive:

Negative:

8. You work from home, but you don't have many deadlines on a beautiful Friday afternoon.

Positive:

Negative:

9. You are a receptionist at a law firm and a client asks for the personal cell number of lawyer he does not work with. You are told personal information is confidential, but this could be a very lucrative offer.

Positive:

Negative:

10. You have borrowed a tool from a coworker. When and in what condition should you return the tool?

Positive:

Negative:

11. You are the team leader and a team member has been consistently late on his paperwork. When it is submitted for your review, it's very messy and incomplete. Management has just reprimanded you at a staff meeting. What is your response?

Positive:

Negative:

12. It's very busy in your workplace and your boss has given you too much to do in one day. The next day your boss asks you if you finished a high-priority item, but you forgot to do it. What is your response?

Positive:

Negative:

13. A coworker, who works a shift before you, has left a mess in a workspace that you share. What is your response?

Positive:

Negative: