

Quiz Questions
for Becoming Indispensable
by Jeff Davidson

1. When is your boss most likely to monitor productivity levels in the office?
 - A. When out of the office
 - B. Friday afternoons
 - C. Monday mornings
 - D. During meetings

2. Becoming a mentor to new hires is a solid workplace strategy because:
 - A. You're helping other people
 - B. You're creating a bond with other people
 - C. Your boss learns about your support efforts
 - D. All of the above

3. Who has the potential to become indispensable on the job?
 - A. Veterans
 - B. New hires
 - C. Those with good connections
 - D. All of the above

4. Becoming indispensable on the job will require:
 - A. Soft-soaping your boss
 - B. Substantial overtime efforts
 - C. Both A & B
 - D. Neither A & B

5. Becoming indispensable offers many advantages, including:
 - A. Being the last to be fired
 - B. More frequent raises
 - C. More frequent promotions
 - D. All of the above

6. One useful way to become indispensable is to
 - A. Network with others
 - B. Survey other departments to learn their objectives
 - C. Take on the job no one else wants to handle
 - D. Always arrive on time

7. To understand the wants and needs of your team, division, and company:
- A. Read quarterly and annual reports
 - B. Read relevant manuals, notices, and memos
 - C. Read your organization's press releases
 - D. All of the above
8. Making your boss look good is a sound strategy because:
- A. Your boss influences what happens in your current position
 - B. All bosses appreciate loyal followers
 - C. Both A & B
 - D. Neither A & B
9. Giving credit to the group, as opposed to yourself, for a job well done, is an effective strategy because:
- A. It shows you're a team player
 - B. Those who did the majority of the work still enjoy all the same kudos
 - C. Other people will want to work with you
 - D. All of the above
10. Strategies for becoming indispensable include:
- A. Going to lunch with a variety of people in your department
 - B. Not taking excess vacation or sick time
 - C. Ensuring that you submit your time or reporting sheets on time
 - D. None of the above
11. Which statement is true about being indispensable on the job?
- A. If done correctly, it doesn't require a lot of extra effort
 - B. If you rise in your career, you must be wary of others who will resent you
 - C. You are guaranteed to be retained even in economic down times
 - D. None of the above