**Professionalism Quiz Key**

**Questions are 10 pts. Each**

**TRUE/FALSE**

1. **F** Keeping nails neatly trimmed and clean only applies to women not to men.
2. **F** All professionals display professionalism at all times.
3. **F** All professions have a written code of professionalism.

**MULTIPLE CHOICE**

1. All the employees in the office are on a ‘first name basis’ with your supervisor. One day the vice-president of the company pays a visit to the office. When ‘John Henry’ (your supervisor) comes out of his office with the V.P. suddenly he is greeting everyone by their last names (e.g. Mr. Smith, Mrs. Cassidy). What is the appropriate response?
	1. “Why did you just call me by my last name?”
	2. “Who are you talking too?!”
	3. “Oh, we are trying to impress the bigwig!”
	4. **“Hello Mr. Henry”**

Gary Kelly was a CPA for a major corporation and was accustomed to dressing the part. Button down shirts complete with suit, tie, and formal dress shoes were his standard wardrobe Monday – Friday as well as the occasional weekend when he was attending meetings and dinners. Mr. Kelly was offered the position of Controller by Southwest Airlines in 1986. As he was completing his paperwork to begin his employment Mr. Kelly was instructed to wear Hawaiian shorts and a polo shirt to work his first day on the job. Always one to follow instructions he sat in the parking lot of Southwest Corporate Headquarters questioning his decision to leave the house in such an crazy outfit let alone go to work in it. Fortunately he put one of his regular suits in the car just in case he needed to change.

1. Based on your current knowledge of professionalism and attire in the workplace what should Mr. Kelly do?
	1. Go into the office dressed as he is.
	2. **He should have double-checked the information with someone else and then followed their advice.**
	3. He should change into the suit before he goes into the office and then if everyone is wearing Hawaiian shorts and polo shirts go back and change clothes.
2. Would any company culture encourage upper level management to wear Hawaiian shorts and polo shirts to work?
	1. **Yes**
	2. No

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| **MATCHING** |  |  |
| 7. | Moral – **D** | A. | Proper and polite way to behave in a situation |
| 8. | Etiquette – **A** | B. | Guiding philosophy |
| 9. | Standards – **C** | C. Morally correct and acceptable behavior |
| 10. | Ethics - **B** | D. Relating to what is right and wrong in human |
|  |  |  | behavior |