

First Impression – Lasting Impression...Self-Assessment

"You never get a second chance to make a first impression." – Will Rogers

How you present yourself is how people view you. As you communicate with others, what "you" are you presenting? Answer the following 10 questions using the rating scale of 4-0 as outlined below. Tally your results and divide by 10 for your final score. Be prepared for a class discussion on the results of the self-assessment.

Self-Assessment Scoring

4 = Always

3 = Most of the time

2 = Occasionally

1 = Seldom

0 = Never

1. When you meet a person for the first time, do you make it a point to remember their name, make eye contact and smile warmly?
2. Do you make it a point to brighten people's day by doing or saying something that brings a little sunshine into their life?
3. Is the tone of your voice mail greeting inviting and positive?
4. Do you understand and observe most rules of etiquette with regard to introductions and table manners?
5. On the job (and as a student leader) do you make it a point to go out of your way to help customers or people who request service or information?
6. In social, professional or business situations, do you attempt to put your best foot forward through dress, appearance and behavior?
7. Do you express gratitude to others by sending thank you notes or verbalizing your feelings after a situation which requires such correspondence?
8. Does your social media/web-presence display a positive image?
9. Do you go the extra mile on the job (school activity projects, school work)?
10. Do you recognize the achievements of others with comments, notes or public acknowledgments?

Total Score: _____