

Job Duties—How I Did Worksheet (continued)

Supervisor Thinks

Directions:

- From the “Supervisor Thinks” column, count the number of positive responses and put that number on line (a). A positive response is any score of 2 or 3.
- Count the total number of possible positive responses and put that number on line (b).
- Enter (a) into your calculator.
- Push the “÷” button.
- Enter (b) into your calculator.
- Push the “=” button.
- Push the “x” button, enter “100.”
- Push the “=” button. This is your percentage of positives.
- Place your percentage in the shaded oval marked (c).

Number of positives (a) _____ ÷
 Number of responses (b) _____ =
 _____ x 100 =
 Positives (c) _____ %

Draw a vertical line where your percentage of “positives” falls on the scale. Shade from 0% to your percentage.

not many	few	some	many	
0%	25%	50%	75%	100%

Matches

Directions:

- From the “Matches” column, count the number of YESes and put that number on line (a).
- Count the total number of possible YES responses and put that number on line (b).
- Enter (a) into your calculator.
- Push the “÷” button.
- Enter (b) into your calculator.
- Push the “=” button.
- Push the “x” button, enter “100.”
- Push the “=” button. This is your percentage of matches.
- Place your percentage in the shaded oval marked (c).

Number of matches (a) _____ ÷
 Number of responses (b) _____ =
 _____ x 100 =
 Positives (c) _____ %

Draw a vertical line where your percentage of “matches” falls on the scale. Shade from 0% to your percentage.

not a match	same match	OK match	good match	
0%	25%	50%	75%	100%