

WHAT EMPLOYERS VALUE IN THEIR EMPLOYEES!

Valued Employees have Personal Values and are/have.....

Honest
Self-motivated
Goal-oriented personally & professionally
Positive self-image

Good Attitudes
Emotional Stability
Good Self-esteem
Positive Outlook

Valued Employees Can Effectively Solve Problems and Make Decision and are.....

Flexible
Creative and innovative
Objective
Able to manage multiple priorities

Good Communicators
Adaptable to change
Organized & Well Planned

Valued Employees Get Along With Others and are/have.....

Team Players
Cooperative
Leadership abilities
Accepting of constructive criticism
Accepting of assignments

Friendly
Tactful
Respectful
Accepting of authority and supervision
Good co-workers

Valued Employees are Good Communicators and

Ask questions and listen well
Seek help when needed

Clearly express themselves orally
Notify supervisors of absences

Valued Employees are Task-Oriented and....

Complete their work on time
Care for equipment
Can follow directions

Stick with a task and keep busy
Are precise and careful
Continually improve their performance

Valued Employees are Mature and

Reliable and dependable
Accept responsibility
Show initiative
Use time wisely
Show self-confidence

Work well without supervision
Show pride in their work
Evaluate their own work
Are assertive when necessary
Remain calm and self-controlled

Valued Employees Have Good Health, Hygiene and Safety Habits and

Observe safety rules
Dress appropriately

Practice good personal hygiene
Have appropriate physical stamina

Valued Employees Make a Commitment to the Job and

Want to learn more
Are punctual and have good attendance
Consider their work more than a job
Exhibit loyalty to the company

Are enthusiastic
Give their best effort
Observe all company policies
Show concern for their future