



EMPLOYEE QUALITIES EMPLOYERS WANT

MCCTC CBI PROGRAM

WHAT DO EMPLOYERS WANT?

Employers look for people who have the capability to do lots of things well. To do this you need a wide range of skills and strong personal qualities. One of the most valued qualities is.....?

Cooperativeness

The willingness to work well with others to reach a common goal.

How do you show cooperativeness?

- Do things that you do not like without complaining or trying to avoid them.
- Do your fair share of a job when working with others.
- Volunteer to help coworkers meet deadlines or reach other goals.

WHAT DO EMPLOYERS WANT?

Willingness to Follow Directions

- Stop whatever you are doing and listen to the directions you are given.
- Listen carefully, you may think you already know what they want but may be a detail that you didn't know about.
- Take notes if possible.
- Something is not “stupid” just because you don't understand it.
- If you don't understand the directions, ask rather than guess.

WHAT DO EMPLOYERS WANT?

Willingness to Learn

- You do not know everything.
- Your employer does not expect you to know everything at first.
- Do not pretend to know something. If you don't know say that you don't know.
- Look for opportunities to get more training.
- Knowledge adds value.
- The more you know the more valuable you are to your employer.

WHAT DO EMPLOYERS WANT?

Initiative

- Do things that you see that need done without being told to do them shows initiative.

Willingness to Take Responsibility

- Show a willingness to accept an obligation and be held accountable for the results.

Loyalty

- Be positive.
- Look for solutions to problems.
- Make an extra effort when a situation comes up at work.
- Work to build a positive reputation at work.

WHAT DO EMPLOYERS WANT?

Self Management

You must do what is necessary to build the career you want.

Only you can get the job, promotion, or raise.

- Set career goals and develop a plan to reach those goals.
- Check your self. Look at your work habits and performance.
- Ask your supervisors for feedback and listen to them.