

Name _____ Date _____

What Employers Want

It is very satisfying to be chosen from a group of applicants for a job. It is proof that your training, past record, appearance and the way you handle yourself have stood the test.

Every worker wants to be successful in a new job. Knowing what the employer expects is an important part of being able to do an efficient job. The following ideas will help you do a better job for your employer.

1. Be sure to report on time. Make sure your transportation is reliable. Use the time clock correctly.
2. Be fit and alert, ready for a full day of work, and get to work quickly.
3. Avoid unnecessary absence and overly long break periods.
4. Keep a learning attitude. Be sure to watch closely and adapt to the methods used on your job. Use common sense, ask questions, and take notes if necessary. Try to understand what part your job plays in the company and always try to do your job the boss's way. That is what you were hired to do.
5. Try to work smoothly with others. Be cooperative and do not gossip about fellow workers.
6. Respect your fellow workers. Their jobs and ideas are important to you and the company.
7. Be loyal. Support the group of people you work with. Try to be as helpful as possible.
8. Show strength of character—take responsibility for your errors. Be patient and perform your work with dignity even though the conditions at work or at home may be distressing.
9. Develop the positive traits:
 - a. Be enthusiastic—genuine interest in a task will make work more enjoyable.
 - b. Be responsible—do your work on schedule, carrying it out without constant supervision. It will make you a trusted employee.
 - c. Use good judgment—get all the facts, study them, and use them in the best interest of the firm.
10. Eliminate negative traits:
 - a. Do not be a know-it-all.
 - b. Do not indulge in self-pity.
 - c. Do not be lazy or indifferent.
 - d. Do not flaunt your knowledge.
 - e. Do not argue.
11. Communicate clearly; use memos to make sure that people remember your request.
12. Be neat and orderly; it will help you to be productive and to do accurate work.
13. Concentrate on your work; your boss is depending on you to do your best. Show initiative and follow through on your assignments. This will encourage your employer to trust you.

- 14. Eliminate time losers like:
 - a. Arriving late and leaving early.
 - b. Applying make-up on the job.
 - c. Needless conversation—personal telephone calls, unless they are necessary.
 - d. Family office visits.
 - e. Smoking in the office.
- 15. Do not be careless—poor work causes waste. Following instructions will maintain office standards. Remember to care for office machinery properly and use office supplies only when they are necessary.
- 16. Use your imagination to discover ways to do your job better each time. It will improve your work and make it more satisfying.
- 17. If it is necessary to perform extra duties during a rush period, do all that you can to make the work go smoothly and quickly. A valuable employee can be counted on in a pinch.
- 18. Self-control in stressful situations is a valuable trait if you can remain calm. Being a self-starter is also an area of self-control. If you can work through a job independently, your employer will appreciate the fact that you are able to work without constant supervision.

Answer the following questions:

1. List character qualities that you have that help you to do a good job:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Give an example of a situation in which you were complimented on your work.

3. List negative traits that might cause you to have trouble at work:

4. Can you improve your work by resolving to try change your negative habits? Give an example below:

