

CORPORATED MANAGEMENT / HUMAN RESOURCES

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THE PERFECT WORKER

What the Employer Really Wants

WORK ethics in any line of work are critical for the success of the facility, regardless if it is on the private sector or public sector.

When you observe people who appear to be very knowledgeable and confident in their field of endeavours, you realise they weren't born with these skills, but develop them through hard work and dedication.

Along with these are technical skills to help them reach their respective levels of efficiency. The following are 10 habits that have proven to be effective in highly effective employees, and it is timely to review some of these in the beginning of a new week.

1 Punctuality / Good Attendance - These two traits reflect an employee's ability to manage their time and overcome work obstacles.

2 Keep Work Areas Clean - Experience proves that employees who keep their work areas clean and orderly usually are efficient at organising their priorities.

3 Takes Directions Well - Assuming that directions and instructions have been passed down clearly by the upper management, taking instructions and carrying them through is a good indication that he understands and accepts the standards and policies of the organisation.

4 Works Well with a Team - This is a positive proof that the employee is not power-driven or territorial within his domain or work area. There are cases where an employee does his job adequately, but does not work well with a group. Sometimes he may be looking for individual recognition or promotion,

and fears that group effort doesn't give him high personal visibility.

5 Work with the End in Mind - Quality consciousness is the key in this trait. The individual doesn't look at today, tomorrow, or next week for what will transpire, but looks at the overall programme or project to see how the instructions and standards handed down by upper management will be met.

6 Admits Mistakes - Employees who admit their mistakes are usually open to learning the proper methods of doing the job. Have you heard the old adage that says, "I have been right all of my life, except one time, and I was right then, and thought that I was wrong." This kind of thinking can be detrimental to work relationships.

7 Displays a Positive Disposition - Regardless if the employee is an introvert or quiet by nature, it is important that he remains approachable under pressure. An example is the individual who seems cheerful in most circumstances, but when a problem arises, he reverts to an introvert under the pressure and becomes difficult to communicate with. The other end of the pendulum is an individual who isn't an extreme extrovert, but is friendly and level headed with an objective mindset.

8 Willingness to Coach Others - These types possess the trait of awareness that knowledge-sharing of work is for the good of the organisation. An example of the negative side of this scenario is the employee who won't share knowledge or methods for the fear of losing his position, or possible job replacement. The layman's term for

this is "false job security."

9 Presents Constructive ideas - This habit shows that the employee is a "thinker" and has the ability to apply skills learned and acquired to improve the work environment.

10 Takes Advantage of Training - This habit shows that the employee wants to acquire more knowledge and skills and stay abreast of the avenues available to him to acquire these skills. It also enables him to "ward off boredom" or burnout.

The Perfect Worker - What the Employer Really Wants

In summary, here are some of the work habits all employers hope their new hires will have. Consider how you match up to the attributes of the "perfect worker."

- **Punctuality** - Being on time every day.
- **Attendance** - Being at work unless you are truly ill or if there is an emergency.
- **Productivity** - Working to assure both quality and quantity measures are met.

- **Initiative** - starting work without being told to do so.
- **Cooperation** - Getting along with people... boss, co-workers and customers.
- **Attention to Details** - Following rules or directions.
- **Accuracy** - Not making mistakes.
- **Adaptability** - Can do more than one job task.
- **Diligence** - Improving job performance routinely.
- **Appearance** - Always dress in appropriate clothing and accessories.
- **Open-mindedness** - Accepts constructive criticism.
- **Honesty and Trustworthiness** - Doesn't cheat, steal, or lie.

Consider how many of the work habits listed above do you demonstrate in your current work, school, or home situation. Are there habits you need to improve - what are they? How can you improve in these areas?

