

Strengthen Your Work Ethic

Be Accountable

- Take ownership of your work, and show commitment.
- Do your work well and in a timely manner.
- Take pride in the quality of your products and services.
- Learn skills required to do quality work.
- Be accountable to your team.
- Be willing to learn from constructive criticism.
- Set a good example.

Be Responsible

- Never go to work under the influence of drugs or alcohol.
- Exercise good decision-making; use common sense.
- Be safety conscious.

Be Productive

- Give an honest day's work for an honest day's pay.
- Find out what needs to be accomplished by when, and do it right the first time.
- Don't conduct personal business on company time unless absolutely necessary.
- Don't make excessive personal phone calls on company time.
- Don't waste time on office gossip and excessive socializing.
- Be willing to perform extra work when asked.
- Ask for additional work or responsibility to keep busy.

Be Respectful

- Be willing to cooperate and work well with others.
- Be a team player.
- Be friendly and tactful.
- Develop good listening and communication skills.
- Learn and practice appropriate ways to handle conflict.
- Don't speak negatively about your co-workers or your supervisors.

Be Positive

- Demonstrate a positive attitude-towards yourself, your coworkers, your boss and your work.
- Dress appropriately for your position, be neat and clean.
- Be flexible, adjust to the demands of the job.
- Accept positive coaching; learn from your mistakes.
- Smile (it won't hurt).

Be Dependable

- Show up for work as scheduled and be on time.
- Give advance notice or call if you can't come to work.
- Take appropriate break time and don't leave work early.
- Try to accommodate needs in the schedule (overtime).
- Don't harm company property or abuse equipment.
- Work responsibly without supervision.
- Go beyond doing just what you're told; follow through and do whatever it takes.

Be Honest

- Tell the truth, tell it like it is and do it respectfully.
- Be honorable.
- Don't take what doesn't belong to you.
- Don't make long distance calls at company expense.

Top 10 Qualities Employers Seek

1. Communication skills (verbal and written)
2. Honesty/integrity
3. Teamwork skills (works well with others)
4. Interpersonal skills (relates well to others)
5. Motivation/initiative
6. Strong work ethic
7. Analytical/problem solving skills
8. Flexibility/adaptability
9. Computer skills
10. Organizational skills