

WHAT EMPLOYERS LOOK FOR IN EMPLOYEES

Take this self assessment and determine how you rate on these "Top 10" focuses

- 1- Outstanding
- 2- Superior
- 3- Commendable
- 4- Acceptable
- 5- Needs Improvement
- 6- Not Acceptable; Immediate Improvement Needed

	1	2	3	4	5	6
1. BE FLEXIBLE. How well do you adapt to change?						
2. COMMITMENT. How much effort do you give to your job?						
3. MOVE QUICKLY. How quickly do you take action on work that needs to get done?						
4. ACCEPT AMBIGUITY AND UNCERTAINTY. How able and willing are you to improvise?						
5. ACT LIKE AN OWNER. Have you offered ways to improve processes at work? Ways to cut costs?						
6. LIFELONG LEARNER. How are you improving your knowledge and skills?						
7. BE ACCOUNTABLE. Are you focused on the right outcomes?						
8. KEEP YOUR ATTITUDE IN CHECK. How positive is your attitude?						
9. BE A FIXER, NOT A FINGER-POINTER. Do you look for solutions or look for whom to blame?						
10. ADD VALUE. Do you contribute more than you cost?						

BACK TO THE FUTURE--KEEPING UP WITH THE MARKET

- Keep your skills current! Always have at least one self-development goal.
- Never stop educating yourself and upgrading your skills. Take advantage of available company training and take outside classes. Continue to read and learn about your field. Keep up with new technology; eg., software, equipment that impact your field.
- If you feel your communication skills could be improved, take a class in public speaking and/or effective writing.
- When you accomplish something important, make a note of it to serve as a reminder, not only for the next update of your resume, but it may be helpful at your next performance evaluation. They will become the building blocks of your career.
- Join and actively participate in professional and social organizations to expand your network of contacts.
- Don't lose touch with the contacts you've developed.
- Expand your contacts within your organization. The more key people you know, the better you can do your job, followed by greater recognition and reward.
- Establish, or build on your reputation for reliability by completing assignments well and on time. Never present problems without suggestions for constructive solutions.
- Recognize the contributions of others.