

EMPLOYABILITY SKILLS AND ATTITUDES: Handout 1

A STUDENTS SUCCESS ON ANY JOB WILL DEPEND ON HOW WELL THEY MEET THE EMPLOYERS' EXPECTATIONS.

THE EMPLOYER WILL EXPECT THE FOLLOWING QUALITIES:

1. Positive Attitude
2. Cooperativeness
3. Honesty
4. Initiative
5. Willingness to learn
6. Willingness to follow directions
7. Dependability/punctuality
8. Enthusiasm
9. Ability to accept criticism
10. Loyalty
11. Proper attire and grooming



WHAT IT TAKES TO BE A GOOD EMPLOYEE:

1. Display a “can-do” attitude
2. Maintain good physical health
3. Show the desire and ability to listen and follow directions
4. Report for work on time or call your supervisor ahead of time if you expect to be late
5. Be friendly, courteous, and considerate to everyone
6. Read, learn, and follow all company policies and procedures
7. Work as if the business were your own
8. Do your work according to the instructions you have been given
9. Do not attempt to work or answer questions about work you are not authorized to do
10. Clean up any mess you make.

Information taken from a nationwide survey of 100 Fortune 1000 company vice presidents compiled by Accountemps.
