

TRAITS OF A VALUED WORKER

1. PERSONAL VALUES

Valued Workers:

- Are honest.
- Have good self-esteem and a positive self image.
- Have personal and career goals.
- Demonstrate emotional stability.
- Exhibit a good attitude.
- Are self motivated.
- Do not limit themselves.

2. PROBLEM SOLVING AND DECISION MAKING SKILLS

Valued Workers:

- Are flexible.
- Are creative and innovative.
- Can adapt to changing demands of a job.
- Can plan and organize work.
- Can reason and make objective judgments.
- Keep their minds on several parts of a job at a time.

3. RELATIONS WITH OTHER PEOPLE

Valued Workers:

- Work well with peers.
- Accept authority and supervision.
- Accept constructive criticism.
- Are team workers.
- Are friendly.
- Are consistent in their relations with people.
- Are cooperative.
- Accept assignments pleasantly.
- Are tactful
- Accept all types of people
- Respect the rights and property of other people.
- Have leadership qualities.

4. COMMUNICATION SKILLS

Valued Workers:

- Ask questions.
- Seek help when needed.
- Notify supervisors of absences and the reasons for absences.
- Clearly express themselves orally.
- Listen well.

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5. TASK RELATED SKILLS

Valued Workers:

- Complete work on time.
- Can follow oral, visual, written, and multi-step directions.
- Are not distracting or distractible.
- Work neatly.
- Stick with a task and keep busy.
- Are precise and meticulous.
- Care for tools and materials.
- Are accurate.
- Constantly improve their performances.

6. MATURITY

Valued Workers:

- Work well without supervision.
- Are reliable and dependable.
- Accept responsibility.
- Don't let their personal problems interfere with their work.
- Are willing to perform extra work and work over-time.
- Are always prepared for work.
- Show pride in their work.
- Show initiative.
- Remain calm and self-controlled.
- Accept responsibility for their own behavior.
- Demonstrate maturity in thoughts, actions, and deeds.
- Evaluate their own work.
- Are patient.
- Use time wisely.
- Are assertive when necessary.
- Show self-confidence.

7. HEALTH AND SAFETY HABITS

Valued Workers:

- Observe safety rules.
- Maintain a good work pace and production rate.
- Practice good personal hygiene.
- Dress appropriately and are well groomed.
- Perform well under stress and tension.
- Have appropriate physical stamina and tolerance for the kind of work they are doing.
- Are in good health.

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5. COMMITMENT TO A JOB

Valued Workers:

- Are punctual and have good attendance records.
- Consider their work more than a job.
- Observe all organization policies.
- Are interested and enthusiastic.
- Want to learn more.
- Exhibit loyalty to the organization and its employees.
- Give their best efforts consistently and strive to please.
- Show concern for their future career with the organization.