



KEYS TO EMPLOYABILITY

PERSONAL VALUES

Valued Workers:

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

PROBLEM SOLVING & DECISION MAKING SKILLS

Valued Workers:

- Are flexible
- Are creative and innovative
- Can reason and make objective judgments
- Are to adapt to change
- Can plan and organize work
- Multi-task
- Stay busy at all times

RELATINSHIPS WITH CO-WORKERS

Valued Workers:

- Are team players
- Are friendly, cooperative, and tactful
- Exude leadership qualities
- Respect others and their property
- Accept authority and supervision
- Accept constructive criticism
- Maintain consistent with peer relations
- Accept tasks that are asked of them
- Consistently work well with others

COMMUNICATION SKILLS

Valued Workers:

- Ask questions and listen
- Clearly express themselves
- Notify supervisors of changes
- Communicate well all members within the work environment
- Follow the correct chain of command when communicating

TASK RELATED SKILLS

Valued Workers:

- Complete work on time
- Work neatly and accurately
- Care for tools, materials, and supplies
- Follow oral, visual, and multi-step directions
- Are not distracted or focused
- Stick with a task and keep busy at all times
- Are precise and meticulous
- Constantly try to improve their individual performance



MATURITY

Valued Workers:

- Are reliable and dependable
- Accept responsibility
- Show pride in the performance
- Are willing to go above and beyond performance level
- Work well with minimal supervision
- Do not allow personal problems interfere with performance
- Show initiative
- Remain cool, calm, and collected at all times
- Demonstrate maturity in thoughts, actions, and performance
- Are assertive when necessary
- Exude confidence

HEALTH AND SAFETY HABITS

Valued Workers:

- Observe safety rules
- Are in good health
- Perform well under stress
- Maintain a good work place
- Dress appropriate
- Practice good hygiene
- Show appropriate stamina for performance rate

COMMITMENT

Valued Workers:

- Show a desire to want to learn
- Consider their job a priority
- Are punctual and maintain good attendance
- Observe and follow company policies
- Exhibit loyalty to the company
- Show concern for their future

