



# Eight Keys to Employability



## **PERSONAL VALUES**

Valued workers:

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

## **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

## **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 mind on several parts of a job at a time

## **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

## **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 performance

## **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 overtime
- ◆ 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

## **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

## **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

