



What Do Employers look for in an Employee?

- **Professionalism** - Employers value employees who show professional behavior, always. Professional behavior includes learning all about the job you are hired for and doing it to the best of one's ability. It also includes how you look, speak, dress and maintain an image of someone who takes pride in their behavior and appearance.
- **Positive Attitude** – Employees who do the best have a positive attitude and are professional in any situation, no matter how challenging. They focus on their work and avoid office gossip. A great way to build respect and your brand and can lead to positive reviews and more opportunities.
- **Good Communication** – Having the ability to communicate well is KEY! Employers are looking for people who speak well, write well and understand the importance of listening. This might sound simple, but often people struggle to communicate effectively, and this can slow down business in a world where speed is valued.
- **Willing to listen and learn** – Employers obviously want to hire professionals who have the skills necessary to do the job. However, that doesn't mean there will never be anything they need to learn. Know-it-alls are rarely appreciated. Humility (and humanity) often is.
- **Flexible/Adaptable** – Things change all the time and employers want to hire people who can adapt and move forward when they do. The ability to change position when new facts are presented and make the best of necessary changes is important. Employers want to hire professionals who are flexible. Those who are stuck in their ways tend to be more difficult to work with than those who can go with the flow. Flexibility goes hand in hand with adaptability.
- **Teamwork** – You've heard it before, but there is no "I" in "TEAM." Even those who are hired to fill individual positions may eventually find themselves working as part of a group. Employers are looking for those who can collaborate well with others, not behave like divas. Working well with others is critical in most work environments. Rarely is there a job, project, or task that doesn't have a better result when the minds of multiple people come together rather than going at it alone.
- **Dependable** – Employers want to hire professionals who will be there to do the job every day. They do not want to waste their time with someone who is going to use all of his or her sick days, demand vacation time during the busy season, or abuse a flexible schedule.
- **Honest** – Once a liar, always a liar, or at least in the eyes of potential employers. It almost goes without saying, but if an employer discovers an "inaccuracy" or "exaggeration" on your resume (perhaps while conducting a reference check), you will quickly find yourself searching for a job again. Employers value

employees who are honest. Good relationships are built on trust. When working for an employer they want to know that they can trust what you say and what you do.

- **Motivated** – It makes a huge difference when an employee has the inner drive to do their work versus one who needs constant guidance to perform day to day activities. Employers look for employees that have a level of self-motivation that will not require a high level of "hand-holding," as well as the ability to tackle the expected obstacles that arise in day to day business.
- **Good Attendance** – Attendance is most important in any job as it is in school! Employers count on you to be present and do the job you were hired for. When workers are absent, it cost employers money. If you are repeatedly absent you might lose the job and your reputation as a dependable worker. ***If you must call in absent, communicate to your employer as soon as possible. This is common courtesy and allows the employer to find coverage for you, if necessary.***