

Top 10 Employee Skills

1. Comes to work on time and follows schedule

- Arrives on time
- Finishes job
- Monitors quality and quantity of work
- Has regular attendance

2. Gets along with others and works as a team member

- Demonstrates pleasant interactions
- Goes along with the team/majority
- Is considerate
- Demonstrates good manners
- Maintains socially appropriate behaviors

3. Has good grooming; is neat and clean and wears appropriate clothing

- Wears age and job specific attire (avoids juvenile or provocative appearance)
- Has jacket if weather requires; work boots, gloves, umbrella, etc.
- Wears hair (facial hair) in appropriate manner
- Cares for personal hygiene, wears deodorant, keeps fingernails clean and trimmed

4. Demonstrates enthusiasm and pride

- Is cheerful, friendly and have a good attitude
- Presents self as interested in what they are doing
- Motivated
- Eager to learn new things, perform required tasks

5. Is Dependable

- Produces amount of work commensurate with ability and expectation
- Come to work: on time; ready for work; willing to work hard; and to go the extra mile to get work done
- Responsible for self and work to be performed
- Is honest
- Does what is asked/needed
- Performs consistently
- Shows an interest in working at the job

6. Is Flexible

- Accepts change
- Willing to do as asked
- Deals with frustration that change may cause

7. Asks questions

- Clarifies information needed (applies information to job performance)
- Gets specific information to perform job
- Understands expectation, rules, work culture, etc.
- Communicates basic wants and needs appropriately (calls in if sick or misses bus)

8. Listens

- Makes eye contact with person speaking to them
- Is respectful and attentive to superiors, co-workers, customers, etc.
- Takes constructive criticism and changes behaviors accordingly

9. Shows respect for bosses/superiors authority

- Knows who is boss (maybe multiple bosses) and follows their instructions
- Knows to listen to co-workers, and ask boss for clarification if needed
- Understands the "pecking order"

10. Follows directions

- Is able to understand and demonstrate specific directions given
- Follows directions with out repeated reminders