****

**The “Top Ten Traits” According to Employers**

|  |  |
| --- | --- |
| 1. **Dependability** is shown when you: * Are in class on time
* Have a good attendance record
* Work without supervision
* Complete assignments or tasks
* Come prepared to work
 | 6. **Taking on responsibility** is shown when you: * Finish tasks or assignments on time
* Can be trusted without supervision
* Do routine tasks without being told
* Answer for your own actions
* Show concern for school property and the property of others
* Are honest
* Follow school rules and regulations
* Act in a mature manner
 |
| 2. **Following directions** is shown when you: * Observe school rules and classroom guidelines
* Follow oral and written instructions
* Re-check, verify or proof your work
 | 7. **Demonstrating initiative** is shown when you: * Begin new assignments without being told
* Volunteer your own ideas
* Volunteer to do extra assignments or tasks
* Demonstrate positive leadership (set an example for others to follow)
 |
| 3. **Getting along with your peers** is shown when you: * Work well with other students
* Support the group
* Participate willingly
* Respect the property of others
 | 8. **Getting along with supervisors** is shown when you: * Follow policies as set by superiors
* Complete tasks or assignments without complaint
* Accept constructive criticism
* Are loyal to your supervisor and to your school
 |
| 4. **Doing work well** is shown when you: * Do work neatly and accurately
* Plan and organize your time
* Use equipment properly
 | 9. **Communicating written ideas** is shown when you: * Use correct grammar
* Use correct spelling
* Write or print legibly
* Read and correctly interpret directions and instructions
 |
| 5. **Exhibiting self-confidence** is shown when you: * Appear comfortable and poised when performing assignments or tasks
* Show pride in your work
 | 10. **Communicating ideas orally** is shown when you: * Use correct grammar when speaking
* Ask for clarification in directions or instructions, if there’s something you don’t understand
* Use a tone of voice that conveys a feeling of interest, enthusiasm and willingness
* Are clear, concise and complete
 |

*Adapted from materials provided by the Michigan Occupational Information System. Used with permission.*