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

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| 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 |

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