

Human Resources—Haskin

Employability Skills

Five Characteristics of a Good Work Ethic

Your work ethic is what you believe is the right thing to do on the job. Some people try to get by doing as little as possible, and others give it their all every day. Five ethical characteristics stand out as the most important for moving up the career ladder. You should apply these ethics in all your work.

Reliability

Reliability is part of a good work ethic. Reliable individuals do what they say. You can depend on them. They show up every day, arrive on time and complete all assignments. They stay after hours to turn out high-quality work and meet deadlines. They are dependable in every situation.

Dedication

Individuals with a good work ethic always try to perform their best. They are committed to their positions and are not eager to abandon their jobs quickly to move to something more exciting or different.

Productivity

Because they work at a consistently fast pace, individuals with a good work ethic usually are highly productive. They get more work done more quickly than others. They don't quit until they've completed their assigned tasks.

Cooperation

Individuals with good ethics put effort into working well with others. They interact cooperatively with teammates, even if they do not enjoy the working relationship or some of the people involved.

Character

Strong character and good values are basic to people with a good work ethic. Such individuals are self-disciplined, and push themselves to perform at an exceptional level. They are honest, which sets them apart from others with weaker character.

Action: In writing, respond to the following: *If you were asked to name the most important work ethics, characteristics, and skills you need for being successful at work, which of the following would you name? Why did you choose each?*

STUDENT SAMPLE

Gabby Hoff's
Employability Skills—Work Ethic

Situation:

If you were asked to name the most important work ethics, characteristics, and skills you need for being successful at work, which of the following would you name? Why did you choose each?

There are many things that you need to be successful at your workplace. Mr. Haskin says that when it comes to getting hired, for workers, it is more than just having the right technical skills and education related to your field. While these skills are important, there are certain soft skills that are also important. Soft skills are related to behavioral skills.

Mr. Haskin shared a study with us about five soft skills that workers say are most important when it comes to getting hired and being successful in the workplace:

- Ability and willingness to learn new skills (84%)
- Critical thinking and problem solving (82%)
- Collaboration and team work (74%)
- Interpersonal communication (72%)
- Ability to analyze and synthesize information (69%)

In addition to these, I believe that that Honesty is a very important one. If you're not honest, you are not performing your job as you should. Your accountability matters a lot too. Whether you are accountable can be the thing that can decide whether you even keep your job or maybe get a promotion. You should have a good and positive attitude while you're at work. You need to have a good, clean appearance. By saying that I don't mean you have to dress in designer clothes, I'm saying you need to be clean and presentable. For example, if you work in a children's clothing store, you probably shouldn't be covered in tattoos and piercings. Also make sure you have always showered and don't have smelly breath! You should be responsible while at your job too. Don't be goofing off and acting childish. Act mature because if you are mature enough to get a job, you should be mature enough to act like a responsible young adult there also.

There are many more things that you should or shouldn't do at your job, but this is just a brief list of them. Always act your best at your job because it could reflect on not only your future job, but also your career and many more things.

100/100 Your writing continues to improve. Thank you for incorporating the statistics I used in class. I like that you were able to use information from your notes, but then add some of your personal examples as well. Great job!