



information and resources.

**Teamwork.** Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.

### **Personal Values Employers Seek in Employees**

Of equal importance to skills are the values, personality traits, and personal characteristics that employers seek.

**Honesty/Integrity/Morality.** Employers probably respect personal integrity more than any other value, especially in light of the many recent corporate scandals.

**Adaptability/Flexibility.** Deals with openness to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.

**Dedication/Hard-Working/Work Ethic/Tenacity.** Employers seek job-seekers who love what they do and will keep at it until they solve the problem and get the job done.

**Dependability/Reliability/Responsibility.** There's no question that all employers desire employees who will arrive to work every day - on time - and ready to work, and who will take responsibility for their actions.

**Positive Attitude/Motivation/Energy/Passion.** The job-seekers who get hired and the employees who get promoted are the ones with drive and passion -- and who demonstrate this enthusiasm through their words and actions. .

**Professionalism.** Deals with acting in a responsible and fair manner in all your personal and work activities, which is seen as a sign of maturity and self-confidence; avoid being petty.

**Self-Motivated/Ability to Work with Little or No Supervision.** While teamwork is always mentioned as an important skill, so is the ability to work independently, with minimal supervision.

**Willingness to Learn.** No matter what your age, no matter how much experience you have, you should always be willing to learn a new skill or technique. Jobs are constantly changing and evolving, and you must show an openness to grow and learn with that change.