

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.