**Traits of Valued Employees**

A person’s attitude is noticed by others, especially employers. They try to hire people with a constructive attitude. Some of the traits that contribute to a constructive attitude are dependability, loyalty, honesty, and conscientiousness. A person with these traits has **integrity** (good character).

**Dependability** is the quality of doing what you say you will do and fulfilling your promises. When you aredependable, customers know they can count on you to do what you say you will do. You will provide the products and services that you promise. Coworkers know you will do your share on the job, not let tasks fall to them.

**Honesty** is the quality of telling the truth and not stealing. Telling the truth is very important in a worksetting. Your coworkers and supervisor have to know that the information you give them about the progress of a project is accurate.

**Conscientiousness** is the quality of being committed to doing what is right and proper. The conscientiousworker performs well, whether supervised or not. Conscientious employees have good relations because supervisors and coworkers know they will do their jobs properly and not make excuses for mistakes.

In addition to integrity, a worker needs initiative. **Initiative** is the quality of self-motivation, the ability to get the job done on your own. Initiative is what separates a positive attitude from a constructive attitude.

An employee with initiative does not wait to be told what to do. He or she sees what is needed and takes action. The administrative assistant with initiative enrolls in a computer course to learn a new computer program. When the new program is installed on her computer, she will be ready to use it.

**True/False**

1. Dependability is only important in relationships with customers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Conscientious workers need close supervision. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. In the work world, being a good person is enough to get ahead. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. An employee with initiative must also use good judgment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_