

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

### Work Characteristics Self-Assessment

Listed below are work characteristics that employers desire from the people they hire. This list comes courtesy of [www.quintcareers.com](http://www.quintcareers.com). Review each work characteristic and ask yourself at what level have you developed that attribute. Place a check mark in the box that best represents at what level you demonstrate that attribute. In the last column, you can list resources (persons, courses, etc.) that can help you develop this work characteristic.

Work Characteristics Most Sought After By Employers ↓	Level I Demonstrate this characteristic			Resource to help me improve
	Needs Improvement	OK Average	Good or Excellent	
<b>Honesty/Integrity/Morality.</b> Employers probably respect personal integrity more than any other value, especially in light of the many recent corporate scandals.				
<b>Adaptability/Flexibility.</b> 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.				
<b>Dedication/Hard-Working/Work Ethic/Tenacity.</b> Employers seek job-seekers who love what they do and will keep at it until they solve the problem and get the job done.				
<b>Dependability/Reliability/Responsibility.</b> 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.				
<b>Loyalty.</b> Employers want employees who will have a strong devotion to the company -- even at times when the company is not necessarily loyal to its employees.				
<b>Positive Attitude/Motivation/Energy/Passion.</b> 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.				
<b>Professionalism.</b> 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.				
<b>Self-Confidence.</b> Look at it this way: if you don't believe in yourself, in your unique mix of skills, education, and abilities, why should a prospective employer? Be confident in yourself and what you can offer employers.				
<b>Self-Motivated/Ability to Work With Little or No Supervision.</b> While teamwork is always mentioned as an important skill, so is the ability to work independently, with minimal supervision.				
<b>Willingness to Learn.</b> 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.				