

# Attributes of the employees attributes of the employees



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Employees are the most critical part of an organization as they provide their skills for an organization's operations and they are the one who can drag the organizational performance because of these reasons the employers want to hire the people having the best attributes. In the following I have selected out the attributes of the employees valued by the employer through from different websites and different books also address the same attributes.

## **1. Communications Skills**

By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business. It saves time, minimizes mistakes & reduces conflicts.

## **2. Analytical, Research Skills**

Deals with ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.

## **3. Computer, Technical Literacy**

Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, printers, telephone and email.

## **4. Flexibility, Adaptability, Managing Multiple Priorities**

Deals with ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

## **5. Interpersonal Abilities**

The ability to relate to co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.

## **6. Leadership, Management Skills**

While there is some debate about whether leadership is something people are born with, these skills deal with ability to take charge and manage co-workers.

## **7. Multicultural Sensitivity, Awareness**

There is possibly no bigger issue in the workplace than diversity, and job-seekers must demonstrate a sensitivity and awareness to other people and cultures.

## **8. Planning, Organizing**

Deals with ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.

## **9. Problem-Solving, Reasoning, Creativity**

Involves the ability to find solutions to problems using creativity, reasoning, and past experiences along with the available information and resources.

## **10. Teamwork**

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

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

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

## **12. Honesty, Integrity, Morality**

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

## **13. 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.

## **14. 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.

## **15. Loyalty**

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.

## **16. 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.

## **17. Professionalism**

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

<https://assignbuster.com/attributes-of-the-employeesnattributes-of-the-employees/>

**18. Self-Confidence**

Look at it this way: if employee don't believe in employeerself, in employeeer unique mix of skills, education, and abilities, why should a prospective employer? Be confident in employeerself and what employee can offer employers.

**19. 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.

**20. Willingness to Learn**

No matter what employeeer age, no matter how much experience employee has, employee should always be willing to learn a new skill or technique. Jobs are constantly changing and evolving, and employee must show an openness to grow and learn with that change.

Different people have expressed different characteristics of the employees like Be on time, Be pleasant and helpful, Follow company standards, Go the extra mile, Commitment and attitude etc but more are less those attributes are covered in this document.