

Your Work Attitude Counts!

Imagine you are an employer. You interview people who want jobs with your company. Many, many people are looking for work. You talk to them. You read about their schooling and their work experience.



But how do you decide whom to hire? What things really make the difference between who gets the job and who does not? What helps a worker who has already been hired keep a job?

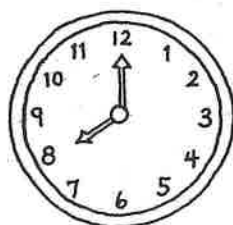
Many studies have been done to answer these questions. The answers may surprise you.

Employers listed three areas as being the most important to them when hiring new employees. In order of importance, these were:

- A good appearance
- A good work attitude
- Work skills



The area most important of all to employers was the person's appearance. A person who was badly groomed or wearing dirty clothes did not rate a second look. A person who is neat and clean gives the impression he or she will do careful work as well. It pays off to pay close attention to your looks in the world of work!



The second most important area to employers is a person's attitude. Employers want a worker who is dependable and honest. The worker should be on time. He or she should follow company rules.

The worker should do his or her best work and have it done on time. The worker can be counted on to do the work correctly and follow directions.

A good attitude means the worker wants to learn. He or she shows an interest in the job. Employers want their workers to cooperate both with them and with their fellow workers. The worker should have a pleasant outlook.

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Your Work Attitude Counts! (continued)

It is also important that a worker be able to accept the blame for errors made and try to correct them. The worker should always accept the help of the boss or more experienced workers when learning a new job.

The last important area is work skills. You might think that your ability to do the job would be the most important thing. But this is not always true.

Of course, you will probably need some skills to even be considered for the job. But it is your appearance and attitude that will help you get (and keep) the job.

A bad appearance or attitude can override your other skills. No employer wants a worker who is messy, who can't get along with anyone, or who is always late.

A good appearance and pleasant attitude will help you succeed in whatever you do. A poor attitude, sloppy dress, and bad grooming will hold you back from getting the things out of life that you work for. No matter how smart or talented you may be, bad attitudes and bad grooming will get in your way every time!

•• What Did You Learn?

1. Put an **X** on the line by the two things the study said were the most important to getting a job.

_____ good work skills _____ a good attitude _____ a good appearance

2. What do you think are some of the most important ways a worker can show a good attitude toward the job?

3. Why do you think a company might hire a person with fewer work skills over another person with better work skills for an entry-level job?

4. What do you think are the most important ways to keep your appearance attractive?

Name _____

Date _____

Your Attitude Is Showing

Directions: Below are statements made by a boss. Circle the letter of the best answer the worker might make. Choose the answer that shows a good attitude toward work.

The boss says . . .

1. From now on your lunch hour will be from 1:00 to 2:00 instead of 12:00 to 1:00.
2. I want you to learn how to drive the new forklift.
3. Go to the supply room and get four reams of paper, one box of paper clips, and seven rolls of tape.
4. You made a mistake in the delivery to Jones Store.
5. Here's a better way to sort those letters.
6. I want you to fix those three toasters before 5:00.
7. We'll have a staff meeting at 7:00 A.M. sharp!

A good answer might be . . .

- (a) I'll die of hunger.
 - (b) That's a dumb idea.
 - (c) O.K. I'll remember that.
- (a) Fine. I'd like to drive the new forklift.
 - (b) I like the old forklift better.
 - (c) I'd rather not.
- (a) I can't remember all that!
 - (b) I'm too busy! Ask Joe.
 - (c) Let me jot that down so I get it right.
- (a) I'm sorry. Show me what I did wrong.
 - (b) I did not! I know I did it right.
 - (c) It was Sally's fault.
- (a) I like my own way better.
 - (b) Thanks. That is a good idea.
 - (c) I've done it the old way for two years.
- (a) You've got to be kidding.
 - (b) I'll try. I'll start right now.
 - (c) What if I can't?
- (a) That's too early for me!
 - (b) I'll be there!
 - (c) I don't get here that early!