

# TRAITS OF SUCCESSFUL WORKERS

The College Placement Council, in a booklet entitled *So You're Looking for a Job?*, describes the traits employers frequently seek in candidates.

## ABILITY TO COMMUNICATE

Do you have the ability to organize your thoughts and ideas effectively? Can you express them clearly when speaking or writing? Can you present your ideas to others persuasively?

## INTELLIGENCE

Do you have the ability to understand the job assignment? Learn the details of operation? Contribute original ideas to your growth?

## SELF CONFIDENCE

Do you demonstrate a sense of maturity that enables you to deal positively and effectively with situations and people?

## WILLINGNESS TO ACCEPT RESPONSIBILITY

Are you someone who recognizes what needs to be done and be willing to do it?

## INITIATIVE

Do you have the ability to identify the purpose for work and to take action?

## LEADERSHIP

Can you guide and direct others to attain the recognizable objectives?

## ENERGY LEVEL

Do you demonstrate a forcefulness and capacity to make things move ahead? Can you maintain your work effort at an above average rate?

## IMAGINATION

Can you confront and deal with problems which may not have standard answers?

## FLEXIBILITY

Are you capable of being receptive to new situations and ideas?

## INTERPERSONAL SKILLS

Can you bring out the best efforts of individuals so they become effective, enthusiastic members of a team?

## SELF KNOWLEDGE

Can you realistically assess your own capabilities? See yourself as others see you? Clearly recognize your strengths and weaknesses?

## ABILITY TO HANDLE CONFLICT

Can you successfully contend with stressful situations?

## COMPETITIVENESS

Do you have the capability to compete with others and the willingness to be measured by your performance in relation to that of others?

## GOAL ACHIEVEMENT

Do you have the ability to identify and work toward specific goals? Do you challenge your abilities?

## VOCATIONAL SKILLS

Do you possess the positive combination of education and skills required for the position you are seeking?

## DIRECTION

Have you defined your basic personal needs? Have you determined what type of positions will satisfy your knowledge and goals?