

Top Qualities that Determine a Great Employee (Student Aide)

Reliable

What could be more irritating than an employee who does not follow instructions? Either he is not as serious as he should be or did not listen attentively when the instructions were given. Either way, the result is mistakes, faulty products and the missing of important deadlines not to forget unhappy, disappointed customers and/or clients. An employee who does not listen to the whole thing but likes to budge in between presents a picture of lack of respect for his boss. Following instructions shows that the employee takes his responsibilities seriously and is capable of shouldering additional responsibility. Reliable also means showing up for work on time, informing the concerned authorities when he cannot make it, and keeping to deadlines. A dependable worker has a greater likelihood of remaining on the payroll.

Positive

Generally, people don't like being around those who are pessimistic, negative or just plain unhappy. Just like the co-workers, an employer would love to see someone who comes to work with a smile on his face and is always optimistic, whatever the situation. Positive and happy behavior is contagious. It practically lights up the workplace. However tedious or menial the task, a positive person goes about his work happily and efficiently. In addition, problems call for solutions and employers desire workers who can recognize problems and assist in suggesting, devising and executing solutions. The more problems they help solve, the more precious they become to your organization. The ideal employee is willing to accept responsibility for all that he does.

Optimistic people are a recipe for better teams and better culture. In short, it is really great to have a positive employee to realize your organization's bigger goals.

A wonderful way to identify positive candidates during the interview process is to ask questions such as:

Can you give me one or two examples of things you're really optimistic about in life?

Driven or self-motivated

Self-motivated individuals don't need to be pushed to get work done. They possess the stamina to perform outstanding work and usually, work hard consistently. You don't have to worry about slack or lost hours when there's a self-motivated employee working for you. They also fix a pace and model that others can and want to follow. The return on investment for such individuals is very high because with respect to cost, they don't need additional rewards.

Self-motivated people know what their purpose is in life, and they live it. They rise above adversity, problems, momentary failure and loss. They believe in others and themselves too. They epitomize humility and can laugh at themselves, take criticism and admit vulnerabilities. They are persistent and try to keep updating their knowledge on a regular basis.

Source

quoted from <https://www.cleverism.com/20-top-qualities-determine-great-employee/>

Ask Yourself How or When Do I...?

1. Work efficiently with a positive/happy disposition however tedious or menial the task
2. Take initiative to do routine tasks without being asked
3. Identify and complete, with approval, additional tasks to improve the media center environment
4. Follow instructions and politely ask questions when I do not find instructions clear
5. [Take notes](#) on complicated instructions that I may need again in the future