

What Makes a Good Employee



“If there is one thing that everyone can agree upon in the job market it is that great employees are hard to come by. Whether you are an employee yourself and you feel like you are always pulling the weight of the other people in the office or if you are a boss who is wondering how you can actually get some people on board who can do the job, you know that great employees are at a premium. But what exactly makes an employee great? These ten top things are guides to bosses looking for greatness in a new hire and for employees trying to get noticed in the workplace and be the kind of employee who has the potential to move up in the company chain.

The first thing that makes an employee great is that they are always **dependable**. Great employees do the job they are supposed to do every time, and no one has to worry that they don't deliver the goods. A great employee can be counted to always have their work done right, when it is supposed to be done - it is a forgone conclusion that they will, and no one else has to spend any time worrying about it.

The second thing to look for in a great employee is that they are **a team player**. A great employee isn't one who is constantly looking for attention or hogs the spotlight. Instead, a great employee works with everyone else to make sure that the things that need to get done do get done, for the good of the company.

The third mark of employee greatness is that they know how to **take direction**. Great employees know how to take criticism, direction and advice gracefully and make it work for them when doing their job.

Fourthly, a great employee can be **trusted**. They don't spread office gossip and they don't dish company dirt. Likewise, they always tell the truth to their employer, even if it lands them in hot water. The fifth sign of greatness in employees is linked to the fourth - a great employee always guards the confidential nature of their business dealings and protects everyone's privacy.

The sixth thing that makes an employee great is that they **participate** in the day to day life of the office. They don't bow out of meetings or skip the office birthday celebrations. These things may not be a fun part of working life, and everyone involved knows that everyone else has some place they would rather be - but a great employee wouldn't be any place else.

In seventh place comes the fact that a great employee **gets along with other employees**. Every office has one person that is in everyone else's business and talks too loud on the phone and generally stirs things up and gets under everyone's skin. This kind of employee zaps office morale - a great employee is a good co-worker to everyone.

The eighth thing a great employee has is **good working skills**. It may sound obvious, but a great employee has the abilities needed to do their job, and they constantly seek ways to improve, like going to training seminars or seeking further education. Great workers have great skills.

The ninth thing that leads to employee greatness is **tact and decorum**. If there is a problem in the office, a great employee doesn't make a scene in front of everyone else. A great employee will deal with such issues with privacy and diplomacy. Further, a great employee doesn't tell tasteless, political or religious jokes, nor do they send emails that tell these kinds of jokes.

Last but not least, a great employee has **a great attitude**. Bad attitudes bring everyone down. A great employee helps make work great for everyone else by having a good spirit about their job.”

Written by Paul Duxbury