

## Employers Value Your Work Ethics

The last *Career Headlines* introduced the topic "Prove Your Value to an Employer" and named several essential soft skills that lead to career success. The next few issues of *Career Headlines* will highlight other important attributes that employers say will make you valuable to their company.

Today's topic is work ethics. If you truly want to turn your internship, Work-Based Learning experience, co-op employment or job interview into a job offer, you must not miss the opportunity to show your prospective employer that you possess strong work ethics.

A strong work ethic means:

- Performing your job to the best of your ability.
- Focusing on completing assigned tasks on time.
- Working the required hours, which may involve overtime to meet deadlines.
- Helping the company succeed.

Your strong work ethic will be demonstrated if you do the following:

- **Show up on time, every day.** As an ethical employee, you will calculate your commute time, including possible delays such as filling your gas tank. You should arrive at work 5-10 minutes early to get coffee, turn the computer on and get ready for the day.
- **Do what needs to be done.** You do not try to avoid unpleasant tasks, and you do not use the excuse, "It's not in my job description" to avoid uninteresting chores.
- **Work through bad situations.** While a cold or cough may keep you from feeling your best, you don't use these as an excuse to stay home. Unless there's a blizzard that shuts down roads, you don't stay home because of bad weather.
- **Get the job done.** You complete the work. You meet deadlines on time.
- **Discipline yourself to stay focused.** You turn your cell phone and music off and store the phone and ear buds where you can't see them. You prioritize your work according to the most important, not by what you'd like to do first.



**Action:** Supervisors often are from an older generation than their employees and hold different opinions from them about what is ethical. You will be expected to demonstrate ethics that fit the requirements of your company. Which, if any, of the ethical requirements above will be easiest and hardest for you?

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*Note to Instructors:* The 64 themes in *It's for Real Workplace Ethics* are shown below. You can add to your students' preparedness for work by using the *It's for Real Workplace Ethics* lessons in your courses.

### *It's for Real Workplace Ethics* Lesson Themes

Honesty	Quitting a Job	Responsibility	Temper
Responsibility	Adaptability	Covering Up	Safety Violation
Excuses	Quality Work	Entitlement	Dishonesty
Punctuality	Work/Life Balance	Theft	Cheating the Employees
Personal Matters	Theft	Negligence	Favoritism
Intimidation	Gossip	Confidentiality	Unsupportive Boss
Reliability	Employee Discount	Wasting Time	Abusing Confidentiality
Work Ethic	Taking Credit	Integrity	Schedule Manipulation