

"That's not in my job description"

Employers value adaptable employees. You'll never hear an adaptable employee say:

"That's not in my job description."
"No one ever told me I would have to do this."
"Can't someone else do this?"

Instead, they step up and say:

"I'll get started right away."
"I'm sure I can meet the deadline."
"I'm glad I can help."

Why employers value adaptability

Knowing that an employee is willing to meet the changing demands at work allows managers of large companies and owners of small businesses to move forward without being concerned about whether tasks will be completed. That reduces the managers' stress and puts the flexible employee in a good light.

- Adaptable employees help companies remain financially stable during busy times and light times.
- A stable bottom line means a firm can continue operations without interruption and without laying off employees.
- New employees do not have to be hired to take on new tasks.

Examples of adaptability

Believing you are adaptable and being adaptable are two different things. Being adaptable means you change to fit the circumstances, even when they are not your preference. Here are a few examples:

- Agreeing to mentor a new employee when you feel like your own job requires all your time.
- Handling a procedure differently than the way you like because you've been requested to make a change.
- Coming in to work early, staying late, or doing both, to keep up with the workload.
- Attending an out-of-town meeting when traveling for work is something you want to avoid.

Action: Assume, as an employee of a building company, that you don't have specific plans for the Fourth of July, but are thinking about asking a friend to go to an evening fireworks show. At 3 p.m., your construction supervisor calls and asks if you can meet her at a job site where a broken water pipe is flooding the ground floor of a restaurant your company is building. As an adaptable employee, what statement, comment or words will you use with your supervisor on July 4? Be specific.

© Career Solutions Publishing

Note to instructors: Your graduates will be valuable if they are adaptable in the workplace, respond well and quickly to changes, are not rigid in their thinking, can be relied on when assigned new projects, are effective in finding solutions to problems, work well under pressure, have the ability to listen with focus and attention, are adept at communicating verbally and in writing, show that they are open to differing opinions, and have an optimistic personality.

Examine the lesson titles in *Job Ready Career Skills*, and you will understand why this online program is used in schools nationwide to train their students with the soft skills needed to succeed in a career. *Job Ready Career Skills* is student- and teacher-friendly, provides scoring for each of the 220 lessons, and offers customized pre- and post-testing.

Job Ready Career Skills Lessons

Work Habits

Workplace Ethics

Demonstrating Good Work Ethic
Behaving Appropriately

Personal Characteristics

Demonstrating a Good Attitude
Gaining and Showing Respect

Employer Expectations

Behaviors Employers Expect
Objectionable Behaviors

