

# Career Headlines



## How to Be a Great Employee

### What's the difference between a great employee and an adequate employee?

A great employee takes pride in doing excellent work while an adequate employee just wants to get the job done. If you love what you do, you will do your best work. When you are passionate about your job, you take your first step to becoming a great employee.

**Great employees get promotions, pay raises, respect, responsibility, excellent relationships, and career advancement. Adequate employees get by with slow advancement and limited financial reward.**

**Action:** Enter a plus (+) at the left if the sentence represents a great employee and a minus (-) if it indicates an adequate employee.

- |       |  |       |
|-------|--|-------|
| _____ | 1. I go beyond what I'm told to do.                              | _____ |
| _____ | 2. I stick to deadlines when I can.                              | _____ |
| _____ | 3. I keep trying to improve myself.                              | _____ |
| _____ | 4. I do things right the first time.                             | _____ |
| _____ | 5. I get frustrated with things and people, and they can see it. | _____ |
| _____ | 6. I don't miss deadlines.                                       | _____ |
| _____ | 7. I wait for someone else to tell me what to do.                | _____ |
| _____ | 8. I do the best I can without exerting myself.                  | _____ |
| _____ | 9. I tie down all the details before stopping.                   | _____ |
| _____ | 10. I can't wait to stop having to learn new things.             | _____ |
| _____ | 11. Personal problems bother me at work.                         | _____ |
| _____ | 12. I overcome negative thoughts and look for the positive.      | _____ |
| _____ | 13. I handle as many details possible in the time available.     | _____ |
| _____ | 14. I leave my personal problems at home.                        | _____ |

Which employee will you be—great or adequate? Enter an "X" on the right for each description that represents you.

Numbers that describe great employees: 1, 3, 4, 6, 9, 12, 14