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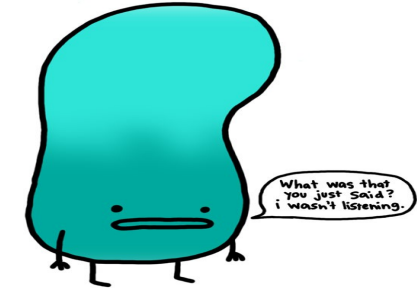


Work Ethics


What Is Work Ethics?

The work ethic is a cultural norm that advocates being personally accountable and responsible for the work that one does and is based on a belief that work has intrinsic value. The term is often applied to characteristics of people, both at work and at play.


In sports, for example, work ethic is frequently mentioned as a characteristic of good players. Regardless of the context, work ethic is usually associated with people who work hard and do a good job.



Steps Towards Better Work Ethics

1. **Attendance** - Attendance and punctuality often have a large impact on individual and team success. Tardiness or absenteeism can also profoundly impact job performance and retention.
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2. **Character** - An employer expects employees to work together toward achieving the objectives of the company. The wise employee who is interested in having a good relationship with an employer will try to help the employer achieve success. Thus employer expects

employees to develop certain desirable traits that will help them to perform their jobs well so that the company can succeed.

3. **Teamwork** - It is vital that employees work as a team. It is important not only to their personal success and advancement, but also to that of their co-workers and to the company.
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4. **Appearance** - A person makes their first impression of someone in three seconds. If you appear unkempt and wrinkled, someone is going to think that you do sloppy work. If you dress as a professional, your first impression will be excellent.

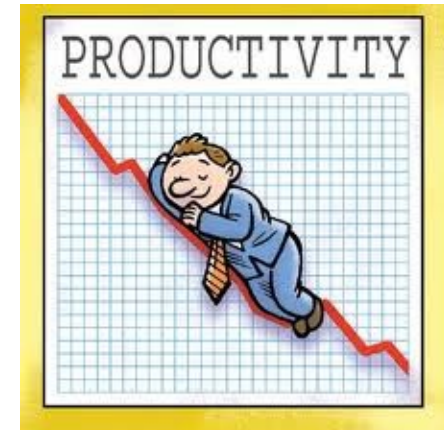
5. **Attitude** - It is very important to demonstrate a positive attitude, appear self confident, and have realistic expectations for self. Developing and maintaining a positive attitude involves setting realistic expectations for ourselves at school and at work. These goals should be challenging, but ob-

tainable.

6. **Productivity** - In order to be a productive student and employee, a person must follow safety procedures, conserve materials, keep the work area neat and clean and follow directions properly.
7. **Organizational skills** - Employers consider effective time management and organizational skills as good work habits. To begin managing wisely the time you spend at work, to prepare for assignments at home, and to manage your life at home and work simultaneously, you need to know and to put into practice some good time management techniques. achieved and what is still pending.
8. **Communication** - Is how we interact with each other. Communication whether it is verbal or nonverbal must be clear, to the point, empathetic, and one must keep in mind that we must always treat others as we would like others to treat us.
9. **Cooperation** - involves developing good working relationships, following the chain of command, good at conflict management,

and being a good problem solver.

10. **Respect** – it cannot be emphasized enough that every working relationship from the top to the bottom of the chain of command is based on respect. Respect your subordinates as you do your superiors.



Source: Center for Career Guidance

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