

Employer Expectations

Employers know what their business needs to succeed. Being prepared and understanding the importance of workplace readiness that includes: people skills, personal qualities, professional knowledge, skills, etc.

Tips for workplace readiness (this is not an exhaustive list):

- Demonstrate a positive attitude that leads to a better work environment for everyone.
- Punctuality: Always be on time for everything.
- Taking your job responsibilities seriously.
- Treat your co-workers, supervisor, and the public with respect and professionalism.
- Sensitivity to diversity in the workplace.
- Understanding the role of the company.
- Understanding the importance of collaboration.
- Being able and willing to either follow or lead, when appropriate.
- Being able and willing to listen to directions, and asking questions when needed.
- The ability to problem solve and “think outside of the box”.
- Willing to pursue further training and education.
- Having respect for yourself, including appearance, hygiene, etc.