

CHARACTERISTICS AND SKILLS OF A GOOD EMPLOYEE

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Characters and skills are equally essential in an employee. Positive characters and skills lead the employee into advancement opportunities. The quality and developed mixed attributes of both soft and technical skills or hard skills makes the employee an asset to the company and help the employee to maintain positive relationships among coworkers. Most of the employees that demonstrated good characteristics and skills are being recognized as a reliable team member and have favorable impression on the employer.

These soft and technical skills or hard skills can be learned and can be quantified. Here are some of the top characteristics and skills of a good employee:

- Innovative ideas. Bringing change in the organization or company by using ideas and application of creativity has a positive impact to the company. Employees who have initiative to seek new ways of making efficient work or making job easily through the innovative ideas are an asset of the company. Idle and static are the enemy of growth.
- Problem-solving abilities. Employees with the combination of both analytical and creative thinking are employees that are problem-solver. They can solve problems and find solutions to the complex and adverse situations. They worked on something until it's solved. This kind of employees are good employees that every employer wish to have.
- Willingness to learn. Some skills are attained through education, but for good employees, skills they have are not enough- they have the strong desire to learn

and gain new knowledge and skills to improve themselves towards better work performance. They demonstrated willingness to learn new ideas, new opportunities, modern trends, and accept challenging task. They are happy to share their thoughts and professional goals and insight with the team.

- **Generosity.** Generous employees are people who generously share their ideas, experiences, and expertise. They are ready to give trust, respect, and compassion among other employees. They have good communication skills and open for collaboration. Most of them believe that knowledge is indispensable and must be shared to others.
- **Professionalism.** Displaying proper behavior and traits that gain respect among colleagues and other people around you show professionalism. Being polite, calm, presentable, helpful, responsive, and well-spoken display professionalism. Employees who work seriously, build good relationships and maintain composure despite of the work challenges are all part of being professional at work.

The Official Website of DepED Division of Bataan

References:

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