

Checklist - How to Be an Excellent Employee

- A.** Understand that all relationships require trust, direction, communication and commitment to be successful.
- B.** Keep yourself healthy, focused and alert at all times.
- C.** Don't be afraid to admit mistakes. It is better to admit that you made a mistake, realize why you made the mistake, learn from it, and then make sure that you do not make the same mistake again.
- D.** Don't be afraid to say, "I don't know." It is better to confess ignorance and learn the right way of doing things than to pass on, or rely on, false information that may be damaging to you and the company.
- E.** Don't talk behind someone's back. Companies expect loyalty from their employees. If you dislike your supervisor or the company then discuss your feelings with the appropriate person at the company.
- F.** Don't just punch the clock. If you run out of things to do during the workday, find out if there is anything else you can do to help bring value to the company, its clients, customers and other stakeholders. It is not enough to simply show up for work, go through the motions, and then head home at the end of the day. If you want to stand out from the other employees, then take a real interest in the company.
- G.** Find the value in the diversity of the employees and customers of the company.
- H.** Dress correctly. Wear clothes that will make other people feel comfortable and that reflects your value to the company.
- I.** Don't harass, discriminate, use profanity or tell off-color jokes.
- J.** Be honest and trustworthy. Follow the Code of Ethics provided in the Employee Handbook.
- K.** Think! Be creative and innovative. The company will be willing to listen to any suggestions or ideas you have which would increase the quality and value of its products or services.
- L.** Follow the Golden Rule! Act with respect and responsibility towards those around you.
- M.** Do not be a complainer. This is one of the things that employers dislike the most.