

Employer Expectations	defined as:
Show a positive attitude	Encourages & assists others when needed, sees the best in situations, responds positively to authority, demonstrates willingness to learn new tasks
Work well with others	Sees different perspectives, collaborates/cooperates with others, communicates effectively, encourages others to participate,
Be honest and have integrity	Is trusted by others, is truthful/does not lie or cheat, acknowledges one's own work, shows up, follows through on tasks
Arrive to work on time	Arrives on time, anticipates and adjusts for potential delays, meets deadlines
Follow directions	Follows rules and procedures, clarifies directions, completes assignments
Recognize problems and find solutions	Thinks critically, accepts challenges, considers choices, finds alternative solutions
Apply good listening skills	Values and respects other opinions, knows when to speak & when not to, demonstrates patience, asks questions for clarification
Manage time effectively	Routinely plans and prioritizes, sets realistic and attainable goals
Maintain a safe work environment	Understands the need for healthy lifestyle, laws, & regulations in the workplace, is aware of purpose of passing drug & background checks
Respect diversity and exercise tolerance	Recognizes and respects others' differences and values, demonstrates compassion

For more information, contact:

The Center of Workforce Innovations