

[23] Key Qualities of a Good Employee

Adapted from Connecteam article at <https://connecteam.com/qualities-of-a-good-employee/>

1. Team Player

Okay, yes we're starting off with a "typical" employee characteristic but it's an important one! Having an employee who can lead a team is one thing; however, when you are able to engage with all team members and collaborate as an equal, that's something else. Companies who want continued success need a team player on hand, it's one of the most important qualities of a good employee.

2. A Good Communicator

Sticking with the team player theme, communicating well with others is an integral part of working with a team and helping others within the company. And it's not just about communicating well with others, it's knowing how to talk with the higher-ups and knowing when to sing your own praises. But the important thing, when they do toot their own horn, they don't sound selfish when they do it.

3. Speak Up At Meetings

Not only do you want a good communicator, but you also want someone who isn't afraid to speak up. Even if an employee didn't have much to contribute, just asking a great question or advocating for a fellow employee's idea can go a long way to making a lasting impression.

4. They Collaborate

Do the employees you have, or want to hire, work well with others? How comfortable are they collaborating with a team? CareerBuilder says that 60% of hiring managers look for a team-oriented candidate during the application process. No company can succeed in the work an individual does, it's a team effort that drives success. You want someone who has a history of collaborating, plus giving and receiving constructive feedback.

5. They Dress For Success

It doesn't matter if the dress code is business casual or suit and tie, when employees dress for the job they want, it shows. And it matters. They present themselves in a style that reflects responsibility, brains, and respect.

6. They Have A "Take Charge" Attitude [(i.e. initiative)]

Employee characteristics like this are huge. Why? When someone is faced with a tough challenge, a roadblock, or even low team morale, you don't want someone who shrugs their shoulders and thinks there's nothing they can do about it. You want someone who takes action.

7. They [Seek] Leadership Opportunities

No one gets promoted just sitting around waiting for something to happen. You want an employee who offers to lead a project or be a mentor to new hires. When a leader is needed, they're ready to get started.

8. They're On Time

It's not because clocking in on time is mandatory, but because it shows they're serious and care about what they do. Or they're one of the first people to show to a meeting, whatever the case, they're usually first in line.

9. They Think Like A Manager, Not An Employee

Of our list of qualities of a good employee, this one is crucial. Consider this for a minute, employees just wait to be told what to do, whereas, a manager thinks about what needs to be done in a strategic manner. Employees do a good job on their own job but a manager wants the team to do well – that's why they mentor employees or pitch in if needed. When you think like a manager, a promotion is likely on the horizon.

10. Think About Results[, Impact, and Outcomes]

It's not about the activities you finished, it's about the results you got. Instead of saying a meeting went really well, say what you were able to accomplish. For instance, "I got a sale of \$25,000 so we are 10% closer to meeting our KPIs this quarter." Don't just say that you got a sale.

11. Don't Compare Yourself To Others

Just like you shouldn't compare yourself to those in the real world, don't do it in the office either. Just because Tom got a raise after being in the company for a year doesn't mean you should too. Look at your own accomplishments and what you can do to continue to better yourself.

12. Detail-oriented

Of course one of the qualities of a good employee is being detail-oriented! Checking over a document or email or a customer win that just came in is important – after all, the devil is in the details. You want someone who can spot the little things because often those can cause the most headache (the wrong date in a contract, a customer's name is misspelled, etc.).

13. They Listen To Feedback

Ahh, now this is important! An employee who doesn't take feedback personally but seriously can make a huge impact on the bottom line. As they can turn that feedback into results.

14. They Avoid Gossip

It is important to identify problems in the company, but don't engage in conversation about it with other employees. It will only cause a negative atmosphere.

15. Want To Learn

You want someone to ask a lot of questions, to read up on the industry and the company will attend conferences, etc. These employees are always working to sharpen their skills and are vital to the company.

16. [Participate In] Company Events

When you are throwing a company event, from something huge off-site or something small like breakfast in the kitchen, it is important to take note of who shows up. These employees "play well with others." You want someone who shows up and engages with their colleagues. And if an employee pitches an idea, they're worth taking note of too.

17. They Are Comfortable With Pressure

You need an employee who is comfortable with the pressure. As employees, you should go out of your way to get caught in an uncomfortable situation. The more you are exposed to it, the more immune you will be to pressure!

18. They Ask For Help

It is NOT a sign of weakness to ask for help. It is a strength. You can't get to where you want to be without some help along the way. As far as qualities of a good employee are concerned, this one really does show you an employee's greatest strength – after all, it's better to have someone ask for help than to do something the wrong way.

19. They're Adaptable

When an employee is able to adapt to change, even the unexpected ones, they're someone you want on your team. This is someone who is a problem solver and can just get on with it. They welcome change and are keen to get others on-board too.

20. They're Honest

When an employee is direct and transparent, they contribute to open company culture. Additionally, someone who is honest is a huge asset because they aren't afraid to step on some toes and can look at the bigger picture. Their co-workers admire their honesty because they know they'll get a genuine answer as they interact.

21. They're Optimistic

An optimistic employee can offer new and fresh ideas, offers new perspectives, and can bring individuals together that have different options for a unified purpose. Someone with optimism can keep the team focused, even when road-bumps present themselves. You want someone who tackles complications with a positive mind because they can energize those around them and will help you cross the finish line.

22. They're Humble

Sure, chatting about your successes can help motivate the team but when an employee shares their glory and also admits and accepts criticism, the company culture is better for it. This isn't like the "Wolf of Wallstreet" where bragging and being loud works, instead it's best to have an employee who shares his or her success with the team. This leads to comradery and fosters an open culture.

23. Are Tech-savvy

When an employee understands the ever-changing technology closely related to your business and competition, that's a huge bonus. Not only can they offer you a fresh perspective but they can easily teach those around them so you don't have to waste time and money bringing in an outside source.