

## **How to be a Good Employee**

The description which most may be attached to a good employee, often tend to be limited to personal qualities that include punctuality, being well dressed, groomed, a respectful and hard worker. This in itself is a very narrow way to define a good employee, as there are several other characteristics, behavioural traits and performance qualities that would combine to make for a good employee.

It must be understood that apart from personal characteristics, behavioural traits and performance qualities, the making of a good employee is also shaped by the work environment and what happens within it. With all things being equal, an individual can demonstrate the level of outstanding behaviours which qualifies him/her to be referred to as a good employee. Many employers may consider an individual to be a good employee because that individual would do whatever his boss requires of him. In many, instances this includes doing non related job functions. This may win the favour of the employer, manager or supervisor, who may consider this as going the extra mile. Going the extra mile demonstrates part of the commitment and the willingness of the employee to do the work of the organization or enterprise. The credit to be given to an employee for this should never be tied to an expectation of receiving an award, whether monetary or otherwise. In the event that this is so, it certainly will not be well received, as any recognition or compensation can be deemed to be based on favouritism.

A good employee should be disciplined and self-motivated. This speaks volumes of a person who is organized, orderly and is one who is motivated by the will to do well and to be successful at whatever task is to be assigned. While such an individual is an asset to an organization or enterprise, it is for the employee not to allow their zeal to get the better of them. This caution comes against the backdrop that their good nature and willingness can sometimes be abused and exploited by those whose interest is simply that of making themselves look good.

Accepting that a good employee shows character and is always willing to put their hands, this is indicative of the fact that the individual is responsible, dependable, ambitious and has a strong work ethic. These are excellent qualities that are required to be demonstrated by each employee in the workplace. It gets better when an employee can demonstrate good leadership and organizational skills, a

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high level of intelligence and a good understanding of their job. These are complimented when the employee shows an understanding of the importance of meeting deadlines and of paying attention to details.

An employee who is intelligent, demonstrates good listening, reasoning and communication skills, problem solving skills, is proactive and objective in their thinking can easily fall into the category of an excellent performer. The icing falls on the cake when the employee demonstrates that he/she is a team player, but at the same time recognizes that they are not indispensable. Being a team player is the heartbeat of an enterprise and organization. Where this can be accomplished attaches a whole lot to the value of the employee.

Much is stressed about the personal qualities of the individual such as trust, honesty and confidentiality. The absence of these qualities in an individual can be devastating, and can threaten to eliminate the high esteem in which the individual employee is held.

The employee who strives for excellence, exhibits professionalism, an outstanding work ethic, understands the importance of team work, consultation and collaboration, critical thinking, problem solving and decision making, and the constant need for training and retraining particularly in an age of digital technology, is deserving of being classed as a good employee.