



MAFES Dawg Tracks



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Safety Tips: Characteristics Of a Good Employee

A good employee puts you in mind with some of the positive traits that a good “duck” dog possesses: Trust, adaptable, personable and a good hunting ethic. We have an abundance of good and dependable employees throughout the Mississippi State University system. This issue of our safety newsletter will serve 2 purposes:

- The primary purpose is to commend the hundreds of employees that possess the traits that we shall discuss today.
- The secondary purpose is to lend information to new and younger employees (in seniority) so that, hopefully, they will acquire the same work ethic and positive characteristics of those employees with years of solid service for the university.

A university is a conglomerate of buildings designed for the particular area of academia that they will serve and like our churches which are designed for worship. But, buildings are just what they are - nice buildings for particular use. Universities are successful because of the various staffs and students that are there to earn and learn for their future good. Beautiful churches are no good without the members. The human element is credited for making both of these entities successful and to “keep the ball rolling.”

Following are the characteristics or traits that make a good employee:

- ✓ **A Strong Work Ethic-**
Common sense will tell you that a good employee will successfully complete the projects or tasks that he or she is assigned to.
- ✓ **Goal-Oriented-**
In addition to a good work ethic, the good employee must have the capability and desire to see that his projects are completed accurately and on time. Goal-oriented employees are often focused on being successful to do the job correctly and timely, but also they have that inner instinct for promotions which requires handling responsibilities and using strategic thinking.

- ✓ **Adaptable-**
A good employee will be flexible in their jobs, no matter what the job is. Also, they will be able to work independently on job assignments as well as in a team-work environment. They will also be able to accept outside job work, independent of their assigned jobs to benefit the common core of work.

- ✓ **Trustworthy-**
Trust is a major factor in determining if an employee is the “right fit” for a job. An example for me is that an untrustworthy employee will take advantage of “perks” provided by the employer that usually go above the allowable allowance, possibly “pad” expense accounts as well. The trustworthy employee will look at expense accounts and treat it as though they were spending their own money. He would not expect any more from his employer than they would if they were spending their own money.

- ✓ **Time Management-**
A good employee will manage their time so that their work schedule remains in order without rushes or shortcuts. This allows them to keep their productivity at a high level, quality of his or her job at above the acceptable level. Some employees, not all by any means, will have intermittent slowdowns when their job slows down. The conscientious employee will look for something to do during a slowdown to stay busy, possibly preparing secondary parts of their present tasks to be more prepared when the work pace resumes.

- ✓ **Personable-**
A good employee will fit in with the total work force, maintaining a positive attitude with his job, asserting himself as a role model for other employees to follow. He or she will endeavor to keep down the petty grievances and jealousies if they arise.

WORKING TOGETHER GETS THE JOB DONE SAFELY
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DON'T WORK ALONE – WATCH FOR OTHERS

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Excerpts: www.wasparcode.com/buzz/charastics-solid-employee