



**Co-operative Education**

**Employer Ranking of 30 Behaviour Statements/Attributes Exercise**

Employers were consulted to determine which work place behaviours are important to them. The following are two surveys which asked employers to rate lists of behaviours and attributes.

Complete each survey form, placing an estimated rank order (from 1 to 30), according to how you expect employers rated each factor. Your Co-op Educator will provide the employers' actual rank order.

<i>Estimated Rank Order</i>	<i>Actual Rank Order</i>	<i>Behaviour</i>
		Accept changing role of men/women in business
		Adapt to many varying types of personality styles when communicating
		Arrive for work and appointments on time
		Communicate effectively with others
		Cooperate with fellow workers
		Cooperate with supervisor/manger owner
		Cope with change and new procedues on the job
		Create a positive first impression when meeting others
		Deal with prejudice in business
		Demonstrate motivation to achieve on the job
		Display social skills and conduct acceptable to others
		Follow instructions which are given
		Have a personal appearance suitable for the job
		Have positive self-concept and be self-confident
		Maintain good health for the job
		Participate as a team member in the organization
		Participate in constructive self-disclosure
		Maintain good health for the job
		Participate in constructive self-disclosure
		Perform responsibilities in a thorough manner
		React constructively to conflict situations with customers/clients and other employees



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		Show enthusiasm for the tasks to be performed
		Show initiative to perform on the job
		Show tact in relationships with others
		Support the concept of the free enterprise system
		Take criticism when shown what has been done incorrectly



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<i>Estimated Rank Order</i>	<i>Actual Rank Order</i>	<i>Attribute</i>
		Adaptable
		Ambitious
		Cheerful
		Courageous
		Courteous
		Dedicated
		Enthusiastic
		Ethical
		Forgiving
		Helpful
		Honest
		Humorous
		Independent
		Intellectual
		Logical
		Loyal
		Mayure
		Obedient
		People-Oriented
		Persistent
		Polite
		Professional
		Religious
		Responsible
		Self-Confident
		Self-Controlled



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		<b>Sociable</b>
		<b>Tactful</b>
		<b>Understanding</b>