



Co-operative Education

Actual Employer Ranking of 30 Behaviour Statements/Attributes

ESTIMATED RANK ORDER	ACTUAL RANK ORDER	BEHAVIOUR
	28	Accept changing role of men/women in business
	27	Adapt to many varying types of personality styles when communicating
	1	Arrive for work and appointments on time
	8	Communicate effectively with others
	5	Cooperate with fellow workers
	3	Cooperate with supervisor/manger owner
	16	Cope with change and new procedures on the job
	19	Create a positive first impression when meeting others
	25	Deal with prejudice in business
	26	Demonstrate a pleasant personality
	10	Demonstrate motivation to achieve on the job
	23	Display social skills and conduct acceptable to others
	2	Follow instructions which are given
	22	Have a personal appearance suitable for the job
	13	Have positive self-concept and be self-confident
	21	Maintain good health for the job
	11	Participate as a team member in the organization
	29	Participate in constructive self-disclosure
	24	Perform basic mathematics skills
	4	Perform responsibilities in a thorough manner
	9	React constructively to conflict situations with customers/clients and other employees
	14	Show enthusiasm for the tasks to be performed
	6	Show initiative to perform on the job
	12	Show act in relationships with others



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	30	Support the concept of the free enterprise system
	15	Take criticism when shown what has been done incorrectly
	18	Use correct English skills such as grammar
	20	Use the telephone in a business-like manner
	7	Use time to the best advantage of the company
	17	Work in harmony with those whose values and beliefs differ



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<i>ESTIMATED RANK ORDER</i>	<i>ACTUALLY RANK ORDER</i>	<i>ATTRIBUTE</i>
	6	Adaptable
	12	Ambitious
	22	Cheerful
	29	Courageous
	8	Courteous
	13	Dedicated
	5	Enthusiastic
	3	Ethical
	27	Forgiving
	14	Helpful
	1	Honest
	28	Humorous
	20	Imaginative
	23	Independent
	25	Intellectual
	7	Logical
	17	Loyal
	9	Mature
	24	Obedient
	16	People-Oriented
	21	Persistent
	15	Polite
	4	Professional
	30	Religious
	2	Responsible
	18	Self-Confident
	10	Self-Controlled



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	26	Sociable
	11	Tactful
	19	Understanding