



How to Become Invaluable to Your Employer

Being involved in staffing and recruiting for almost twenty years, I have had the benefit of working with both the employee and employer. This article will focus on the employer's perspective and will provide answers to the ripe old question, "What exactly are companies looking for when hiring, reviewing and promoting employees?"

There are several CRITICAL components that will help you become invaluable. Each will give you suggestions on how to implement these into your own career.

First, it is essential to have the ability and desire to learn NEW things!

You need to show you are looking to learn about your industry, willing to train on a new software program, take a management class, or whatever it takes to show your interest in gaining knowledge and experience. If taking classes is not of interest, another great option is to seek out a mentor. This experience can be truly invaluable and it won't cost you a penny.

The second feature is to be a team player.

We have all heard about the importance of being a strong team player. However, many people fail to refrain from the following poor behaviors: gossiping, engaging in workplace drama, or having poor attendance. Gossip and drama decreases productivity and it can distract people from their work. In addition, it creates dividers between those who work together, it compromises customer service, and it can cause pain and resentment to people who are the targets.

Attendance is another way to show your dedication to an organization. Unscheduled absences cost employers billions of dollars in lost productivity, reduced customer service, and burden working employees, which negatively affects satisfaction and morale.

Third, do not forget to show initiative in your role.

Remember to take responsibility- good employees are responsible for their own actions and they do produce! They don't blame or make excuses and they often exceed expectations. They do more than asked to do and do a better job than expected. These employees take on new tasks without complaining and they do small things without asking for notice.

The fourth area is to demonstrate excellent communication skills.

Top employees speak clearly, concisely and professionally. They do not ramble when they are nervous, excited or angry. They review the main points of a conversation before speaking to their supervisors because they know that supervisors are very busy! Remember to stop and gather your thoughts before responding to a question or accusation because you will sound more confident and intelligent. Show employees and management staff that you can handle confrontation or anger in the right manner and you will be the one they select on their team in the future.

The fifth suggestion is to be pro-active in the work environment.

One of the key things to your success is anticipating problems/solutions before the need arises. If you can learn your supervisor's style and anticipate one's needs, you will be a wonderful asset by making his/her job so much easier. Once you are comfortable in your role, evaluate problems as they come up and address it with your supervisor by stating something such as "There was an issue with X and if you are open, I could take care of it by doing this. Is that acceptable to you?" You may be pleasantly surprised with the answer you receive and your job may soon take on more of a leadership role.

The very last but most crucial aspect is your attitude.

Never ever forget how important a positive attitude will go! Good employees believe that customer and team members matter and they do their job positively, even if it is not their favorite. We find that people in general, want to be around positive people, so ask yourself, "Am I a positive person?" If you are not happy, make a decision to evaluate and improve the situation.

Remember, the time is now to take action and be recognized as a key employee. Find out what you need to do to advance to the next level and be more valuable. You will be amazed that by following these simple steps and reenergizing your career, just how "invaluable" you will become!