

# Characteristics for Supervisors to Seek and Encourage in their Student Workers

## Determination

- Adapts to new or changing situations
- Does not give up when there is a setback
- Gets help when it is needed
- Accepts mistakes and learns from them

## Eagerness to learn

- Seeks to learn new tasks, skills and information
- Curious and enthusiastic about the job
- Looks for opportunities to improve or help
- Accepts advice, direction, feedback

## Self management

- Arrives on time
- Dresses appropriately
- Completes tasks
- Follows rules/guidelines

## Team orientation

- Works well with others
- Contributes ideas
- Follows directions

## Other Skills

- Good phone and face to face demeanor
- Literacy and numeracy skills
- Computer skills
- Speaks clearly and uses appropriate grammar and language

## Problem solving

- Considers all options
- Recognizes or even foresees problems
- Thinks first and considers consequences
- Knows when to seek help
- Analytical skills

## Professional Behavior

- Confident
- Conscientious
- Goal oriented
- Ethical
- Honest
- Proactive
- Curious

## Work Habits

- Good effort
- Motivated
- Willing to try new things
- Seeks input and implements answers
- Good time management
- Dependable

## Clear consistent communication

- Listens
- Asks questions
- Shows respect
- Thinks first

## Positive attitude

- “can do” attitude
- Optimistic
- Honest
- Friendly
- Respectful
- Enthusiastic