

REFLECTION

Evaluating Attributes



Employers consider your personal qualities important.

Highlight the words that are true of you.

Keep your job objective and employers' needs in mind.

ABILITY TO RELATE TO OTHERS	Conscientious	Meet deadlines	Persuasive
	Considerate	Motivated	Problem-solver
Amiable	Consistent	Optimistic	Proven negotiator
Amicable	Dependable	Positive	Quick learner
Compatible	Down-to-earth	Profit-minded	Sound judgement
Competent	Fair	FLEXIBILITY/RESOURCEFULNESS	Trouble shooter
Congenial	Genuine	Adaptive	WORK HABITS
Cooperative	Honest	Contemporary	Efficient
Courteous	Person of integrity	Creative	Focused
Customer oriented	Loyal	Current	Able to prioritize
Diplomatic	Objective	Flexible	Accurate
Easy to get along with	Open-minded	Open to new ideas	Constructive
Enjoy people	Positive	Original	Dedicated
Friendly	Practical	Proactive	Diligent
Gracious	Professional	Resourceful	Hard working
Helpful	Progressive	Self-motivated	Methodical
Likeable	Responsible	Self-reliant	Meticulous
Observe confidentiality	Sense of humour	Take initiative	Orderly
Outgoing	Sensible	Versatile	Persistent
People-oriented	Steady	COMMUNICATION/ PROBLEM SOLVING	Precise
Personable	ENTHUSIASM/DRIVE		Productive
Pleasant	Ambitious	Analytical	Prompt
Put others at ease	Aggressive	Articulate	Punctual
Respected	Assertive	Clear thinker	Reliable
Supportive	Competitive	Decisive	Show initiative
Tactful	Diligent	Discreet	Systematic
Team player	Dynamic	Empathetic	Thorough
Trustworthy	Eager	Good conflict management	Well groomed
Warm personality	Energetic	Good listener	Well organized
Well-liked	Enjoy challenges	Imaginative	OTHER ATTRIBUTES NOT LISTED
ATTITUDE	Enterprising	Incisive	
Broad minded	Enthusiastic	Intuitive	
Business-like	Go-getter	Investigative	
Calm	Goal-oriented	Lateral thinker	
Common sense	Keen	Logical	
Confident	Leader	Perceptive	

REFLECTION

Evaluating Attributes



Complete “My Top Five Attributes”. Include at least one from “Ability to Relate to Others”

Top Five Attributes-	A time when I used this -	The positive result was -
1.		
2.		
3.		
4.		
5.		