What makes a good employee?

Here are the top employee qualities:

1. Communicator : Employers (prefer) to hire employees who can communicate well and express themselves in a clear manner, whether in writing or speaking. Inappropriate communication between employees can cause many problems to the company.
2. Self-Motivated : A good employee always (take) responsibility or a more responsible position. He/She(work) beyond the call of duty in order to meet goals or to solve problems.
3. Hard worker: A good employee (have) to work hard.
4. Adaptable/decisive and effective learner: Employees (have) to know how to adapt themselves to new environment, want to learn new things (quick learners) and do their best in changes.
5. Team Player : Many companies (consist) of teams. Any company
6. Helping others: People (appreciate) a helping hand every now and then. This(make) the person establish friendly relations with the coworkers.
7. Honesty : A good employee is honest about his/her work and qualifications. If you
8. Ethical : A good employee (follow) the policies of the company and inspires others to do so too.
9. Give credit where it is due : A good employee (give) credit to the right co-worker and (share) her/his own accolades with her/his team.
10. Polite: A good employee (greet) his/her co-workers a 'good morning', he/she (say) little courteous things like 'thank you' and 'you are welcome'.
11. Disciplined and punctual : Time is money. Coming late to office, taking unnecessary breaks, procrastinating and leaving earlier than the usual hours (cost) money to the company. No employer
12. Avoid gossip : A good employee(avoid) spreading office gossip or rumors. He/She(respect) the privacy of the co-workers. He/She(safeguard) and

