

PERSONAL QUALITIES AND JOBS

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Ingliz tili fani o'qituvchisi

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Annontatsion: While job interviews are often seen as an assessment of education, experience and skill sets, employers are also evaluating you on what they perceive to be your leading personality traits. Personal qualities cannot easily be defined on a resume or in work samples, but rather, are exhibited in the way you present yourself both physically and verbally. A potential employer only has a brief amount of time to get a feel for your personality, so be aware of your words and actions throughout the interview process.

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Regardless of the type of job you are applying for, a potential employer wants to see that you are confident in yourself and your abilities. A job-seeker who seems unsure or hesitant in the interview process can come across as being someone who requires a lot of supervision and oversight. Exhibiting self-confidence says to a potential employer that not only are you someone capable of doing the job for which you are applying, but you are someone who has the potential to grow with the organization as well.

The workplace dynamic of any organization is in a continual state of flux, and employers want to know that their employees have the ability to adapt to changing workplace conditions. If you come across as being overly-structured in the way you approach your job, particularly when responding to questions related to hypothetical scenarios, you may come across as rigid and unable to change gears when necessary. Express your willingness to learn new things, alter course when necessary and adapt as needed to ensure the business runs smoothly.

Employers look for employees who are responsible in all aspects of their jobs. Stress your commitment to on-time performance, meeting deadlines, working in collaborative environments when required and being an overall team player who can be counted on to pitch in when needed. An employer wants to see you as someone they can count on to get the job done right on a consistent basis. During your job interview, use examples of how you have been entrusted to handle certain projects or jobs in your work and academic career.

Loyalty and honesty are important traits for an employer. A business owner doesn't want to hire someone who will quickly abandon the position if something better comes along, but will instead represent the company with integrity. You can demonstrate your loyalty during the interview by emphasizing the length of time you

have been employed with previous companies and by outlining your personal approach to protecting proprietary information and conducting honest and forthright business dealings.

Your level of friendliness and the way you treat others is indicative of the way you will treat a business owner’s customers. A friendly and personable employee contributes to a pleasant work environment, helps promote teamwork and collaboration and provides a positive customer experience for a business’ clients. Exhibit your friendly nature during the interview process by being outgoing, cheerful and enthusiastic.

Open-mindedness is critical to job success because some problems can't be solved using old techniques. Supervisors want to know that you have a willingness to learn new things and consider alternative approaches to problem-solving. In an interview, showing you are open-minded instills confidence in the hiring manager that you are teachable and coachable.

Someone who projects a know-it-all attitude is often a turn off. Also, the hiring manager wants to know that you have a cooperative attitude and listen well to others when they share their opinions.

Showing a willingness to change means you actively seek new information from others, points out Sigma Assessment Systems. Prepare to give interviewers examples of instances where you've learned new techniques or changed your mind or attitudes about how you perform your duties.

An attitude of open-mindedness is also strongly correlated to workplace flexibility. A hiring manager may see you as more capable of taking on a job that requires multi-tasking. You may also get opportunities to participate in a wide array of work projects and tasks because of your willingness to learn and try new things. If you find that your current job is not the best fit for your passions and talents, your employer will more likely consider job changes based on your open-minded approach.

Increased emphasis on work teams has made open-minded employees even more valuable. Without a spirit of listening and cooperation, it is hard for groups to complete projects and optimize quality. Open-minded team members learn things they wouldn't on their own and participate in greater solutions than they could come up with alone. Being open-minded helps you work through interpersonal or intra-team conflicts that arise when people work in close quarters.

References:

1. “Sigma Assessment Systems” 2021
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3. “**accountability for your actions**” 2006