

Title: What Makes a Strong Employee

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Externship Business: [Verso Corporation](#)

Overview / Description:

While at Verso Corporation, many discussions focused on what a hiring committee and manager/supervisor looks for in their employees. By investigating qualities that contribute to becoming a strong employee, students can understand what it takes to be a competitive employee in today's workforce.

Subject(s):

Academic and Career Planning

Grade Level(s):

9-12

Learning goals/objectives:

After completing this activity, students should be able to:

- Understand the responsibility of maintaining employment
- Understand the qualities to be a competitive employee

Type of Activity (check all that apply):

- Individual
- Small Group
- Whole Class

Teaching Strategies (check all that apply or include new strategies):

- Discussion
- Partner work
- Use of Technology
- Role Playing
- Simulation
- Performance Assessment
- Other . . .

Content Standards

Model Academic Standards for School Counseling

Personal/Social Development Domain

Content Standard D: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self, others and individuals from different cultural backgrounds.

Career Development Domain

Content Standard I: Students will employ career management strategies to achieve future career success and satisfaction.

- Core Performance Standard 4: Develop employability skills to gain, maintain, advance in, or transition to a new job or career.

Length of Time and length of class periods:

Two class periods of 30 minutes

Materials List:

- “The Ten Qualities of Outstanding Employees”:
<https://www.forbes.com/sites/lizryan/2017/08/20/the-ten-qualities-of-outstanding-employees/#47f229b5738f>
- Computers

Directions (Step-by-Step):

Day 1:

1. Read the article [“The Ten Qualities of Outstanding Employees”](https://www.forbes.com/sites/lizryan/2017/08/20/the-ten-qualities-of-outstanding-employees/#47f229b5738f) and follow up with the [video](#) found within the website.
2. Discuss as a class what it takes to be an outstanding employee.
3. Instruct students to do some research to find eight additional qualities that would contribute to becoming a strong employee. On a sheet of paper or typed:
 - a. List the eight qualities
 - b. Provide an description/explanation for each
 - c. Be prepared to share with the class

Day 2:

1. In groups of four, students combine their researched lists into the top 12 qualities.
2. Group 1 will write qualities on the board. Each group will either add new qualities or put tally marks behind the qualities that they have which are already present.
3. The teacher will organize and create a list of the top 12 qualities based on the qualities with the most tally marks.

Wrap-Up:

1. As a class, review all important aspects of qualities that contribute to becoming a strong employee.

2. Students will create an action plan for the next quarter to choose one employability skill which they feel they are weak in, with a plan for specific steps they are going to take to improve this skill.

Formative/Summative Assessment:

- Formative assessments will occur through observations and discussions.
- Summative assessment will entail submission of their employability skill action plan.

Extension Activity for differentiation:

- Have students interview local businesses on what qualities are valued the most in their employees.
- Revisit the action plans at the end of the quarter and conference with students about their plans and the effectiveness of the steps which they took to improve their skill.
- Students could continue to create action plans each quarter, choosing a new skill each time.

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