

## **Advancing Attitudes**

Various attitudes will either help bring success to an employee or will cause failure on the job. Most people do not reflect all of the attitudes represented below; however, one or more could definitely hurt your chances of success. Think about each of those listed below. Although you may not think of some of the following as attitudes, each of the items listed is an attitude reflection.

**INSTRUCTIONS:**    Select any seven terms below, and discuss how each of the terms could hurt an individual's chances for advancing in a job. You can probably think of more attitudes than these—these are some of the most probable.

Absenteeism

Tardiness

Irresponsibility

Gossip

Hygiene and health

Lack of cooperation

Personal problems (transportation, marital, child care, emotional, housing)

Lack of communication

Wanting off work excessively, or leaving work early regularly

Inability or unwillingness to follow directions

Poor performance (low quantity, poor quality of work)

Poor job ethics (dishonest, uncooperative, etc.)

Lack of alertness, interest

Example: "Absenteeism"—How does this relate to a certain type of job failure?

1.    Being absent from the job can cause problems for everyone concerned in getting a particular task done.
2.    If you are not there, someone is going to have to do the work for you.
3.    Frequent absenteeism or unexcused absenteeism, whatever the duration, will make your fellow workers resent you and eventually will show up on your job record.
4.    The supervisor will eventually have to do something about a person who is absent much of the time.