



Career Elevator

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Companies Seek Employees With a Strong Work Ethic

A new survey by HR management company ADP revealed that “a strong work ethic” is the top skill companies are looking for in new hires, but it’s the hardest to find. This research further validates the importance of soft skills in the workplace and how these behavioral skills can give job seekers a competitive edge.

Per ADP’s research, people who embody a strong work ethic are punctual, organized, efficient and willing to go the extra mile to get the job done well.

Moreover, a strong work ethic involves consistent effort and includes the following characteristics:

- **Accountability**—A strong work ethic goes beyond punctuality. Accountable workers accept and own responsibility for their successes and failures.
- **Dependability**—Professional and reliable workers meet deadlines, are attentive and respectful in workplace settings, and navigate different communication styles.
- **Integrity**—A worker with integrity is honest, polite and fair to others. It’s about doing the right thing even when nobody is watching.
- **Productivity**—Those with a strong work ethic can consistently navigate priorities and find smart ways to

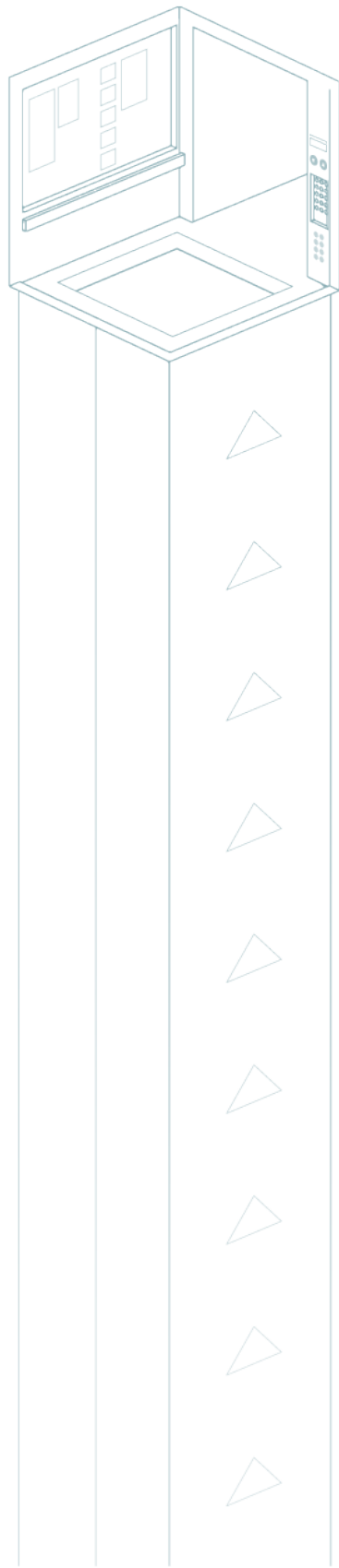
manage their time and deliver high-quality results. They also often go above and beyond what’s expected of them.

A strong work ethic can be foundational to a worker’s long-term success. Consistent hard work often leads to advancement opportunities and greater job satisfaction. Fortunately, work ethic is not innate; you can learn and develop the trait over time. Consider these tips for building a strong work ethic:

- **Develop self-discipline.** Everybody has times when they’re less productive or procrastinate. Self-discipline focuses on understanding your work rhythms, maintaining energy and exercising self-control.
- **Reprioritize tasks daily.** Begin each workday by determining what projects you need to accomplish and prioritize them. Ensure you’re setting aside enough time to hit immediate deadlines and allocating time to progress on bigger, long-term projects.
- **Set healthy boundaries.** Doing too many projects can lead to burnout. It’s important to balance that drive with a healthy work-life balance.

Takeaway

More of today’s employers want and are looking for soft skills from candidates. A strong work ethic is a desirable trait, and anyone has the potential to develop it. If you’re feeling stuck, talk to your manager to better understand your role’s expectations or discuss growth opportunities.



The Art of Receptivity

Being tech-savvy can help with efficiency, productivity and learning; however, constantly relying on devices can negatively impact one's personal and professional life. In fact, psychologists argue that receptivity is in jeopardy as more people rely on their phones.

Receptivity, the ability and willingness to receive or accept ideas or experiences, is beneficial from an everyday perspective but can also greatly impact the workplace.

Technology, social media and artificial intelligence may hinder this cognitive ability. Many people rely on their cellphones and are increasingly unable to make judgment calls on their own. For example, you may rely on a GPS app on your phone to get from Point A to Point B, but then your phone battery dies during the trip. Some may be able to use their memory to get where they need to go. Others may keep a physical map in the vehicle and be able to navigate it. What happens if you can't make that judgment call and successfully reach your destination?

Building Receptivity

Psychologists also fear that people's ability to talk to and connect is similarly at risk. As more people communicate virtually, they may lose the core human capability to gain insight into other people, a skill that comes from spending time with them in real life.

Here are some tips for being more receptive in the workplace:

- **Be an active listener.** It's important to demonstrate that you value and

respect others' thoughts and opinions. This can also help establish trust and foster strong, positive connections.

- **Ask questions.** It's important to engage others in conversations and ask for their perspectives or ideas. Sometimes, others are wary of speaking up, and this prompting can encourage collaboration.
- **Connect with co-workers daily.** It's critical to intentionally build meaningful relationships with colleagues, especially in a remote or hybrid work environment. Make it a point to connect with a teammate daily and build social ties.
- **Disable phone notifications.** In addition to reducing your screen time in general, minimizing distractions from apps during the workday can be helpful.
- **Make space for screen-free activities.** With much of the workday spent on computers, phones and other devices, it's important to prioritize screen-free activities. For example, exercising and reading books can strengthen receptivity and cognition.
- **Change things up.** It's OK to break out of your routine and change things up. This can introduce new perspectives and inspire creativity.

Receptivity allows space for inspiration and growth, making this a vital mindset for today's workers. Talk to your manager if you're curious about other ways to bring receptivity into the workplace.