

S.O.G. 110

What Makes A Great Employee

Handout

Your Landscape Services Team will be successful by being ready to work, performing at a high level of excellence, and by being able to adapt quickly to changing situations. Performing your role in the team is what allows us to effectively and efficiently complete our work assignments.

“Winning is not a some time thing; it’s an all the time thing. You don’t do things right once in a while...you do them right all the time.”

Vince Lombardi former coach Super Bowl Champion Green Bay Packers

The following thirteen points first appeared in Texas Business Today, 2nd/3rd quarter bulletin, 1998 (the last five are new to 2010). The wording has been changed to fit Landscape Services.

1. **Be on time** to work, to meetings, from breaks, or to complete a job. Punctuality is an important measure of a great employee.
2. **Always Call In.** As soon as you know you will be tardy or absent. Landscape Services treats absences or tardiness without notice very seriously.
3. **Do Your Best.** Always finish the job you are doing to the best of your ability, even the most boring kind. A great employee demonstrates responsibility.
4. **Be Pro-Active.** Anticipate problems and what needs to be done next. Lend a helping hand without being asked. Your reputation as a great employee will not go unnoticed by your bosses.
5. **Volunteer** for new assignments, extra trainings, or jobs no one else wants to do. Most managers earned their positions by doing this. They were the great employees “moving on up”, and so can you.
6. **Have a Positive Attitude.** A great employee will bring his team “up” as quickly as his being negative will bring them “down”.
7. **Be professional** by leaving your personal problems at home--preferably on the front door step so they do not bring your family down either.
8. **Avoid backstabbing, gossip and rumors.** If you engage in it, sooner or later you will find yourself the object of it. You will find that most people have more respect—and trust—for those who do not participate in it.
9. **Follow the rules.** Rules allow everyone to work safely and efficiently together.

10. **Be alert** for opportunities to serve others around you, instead of always trying to be “first” or “better”. Be quick to give credit to others. A leader is a great employee who has learned how to do this.
11. Employees who are known for their **uncritical attitude** and helpful suggestions are the ones remembered at performance evaluations and raise review times. Being quick to criticize your boss or others will lose you their respect and trust. And remember that the world can see and read what you post on social media, which can lead to legal action against you.
12. **Showing pride** in yourself and your work, and respect toward others will project maturity and competence, not by using racial slurs and derogatory terms which mostly diminishes just you. The best way to get respect is to show respect, just as the best way to get a friend is to be a friend.
13. **Distinguish yourself.** Pick out one or more things that you do better than anyone else, and become an expert at them so you are known as the “go to” person for such things. It’s another hallmark of a great employee.