

## The No. 1 quality sought in new hires?

### Integrity!

*It's the biggest investment in your career!*

Integrity, considered by many business leaders and advisers to be the most important attribute in a worker, it means that you will be defined by your actions.

You have to function in a team environment, be reliable and trustworthy, and consider others' feelings. Acting with integrity demands courage. It's the most important investment you can make in your professional life.

It includes following through on your commitments, taking responsibility for your mistakes, giving credit to others, doing consistently high quality work, knowing when to listen and when to speak, and always being honest and ethical.

Take the high road at work. Imagine someone is looking over your shoulder as you go through your workday. How would your personal interactions, behaviour on the job be viewed if you were being monitored? Would you ever be considered rude, irreverent, or lazy? Taking the high road means you treat others with respect at all times. It means you don't say anything bad about other people. If you slip just one time and say some thing negative about someone, it could leave people wondering what you might say about *them* behind their backs.

Tell the truth, even if it's scary or uncomfortable. Look at mistakes as ways of learning, so accept responsibility for your actions. Tough as that is, the people who hire you usually admire the courage of someone who is able to say: "I take complete responsibility."

It helps to add: "I've learned a valuable lesson. It won't happen again." Don't think that performing certain tasks is beneath you because you have a college degree - no one is more valuable than someone with a can-do attitude.

This kind of behaviour will develop your reputation as a go-to person, someone with a positive attitude who meets deadlines, keeps their commitments and never shirks responsibility. The more you do, the more you get to do.

Welcome feedback. Since nobody's perfect, everybody needs to know what he or she could do better. Feedback can be a powerful tool for enhancing your job performance, providing personal and professional development.

Bringing integrity to the job any job means being trustworthy!