**sUCCESSFUL TRAITS**

This document provides examples of traits that lend themselves to a successful remote work arrangement.

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| **Ability to prioritize** | Employee meets their deadlines and can manager their workload. |
| **Accountable** | Employee takes responsibility. |
| **Adaptable and Flexible Nature** | Employee is able to adjust to new and changing conditions and environments. |
| **Attention to detail** | Employee has awareness, and takes observation. |
| **Focused** | Employee has the ability to concentrate, and not get distracted. |
| **Good time management skills** | Employee is organized, plans, and sets appropriate deadlines. |
| **Independent decision making capacity** | Employee has the ability to make sound decisions. |
| **Produces high quality work** | Employee is thorough and accurate work product. |
| **Resourceful** | Employee is able to deal skillfully and promptly with new situations or difficulties. |
| **Responsive** | Employee reacts quickly, positively and efficiently. |
| **Self-confidence and reliable judgement** | Employee trusts their abilities, qualities and judgement. |
| **Self-starter** | Employee takes own initiative. |
| **Strong communication skills across all platforms** | Employee excels at communicating in writing and verbally. |
| **Team Player** | Employee understands their role, and collaborates with others. |