

## **Appendix A**

**Good Employee**

**Bad Employee**

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Willingness to Learn	Unwillingness to Learn
Arrives 10 minutes early to work	Arrives late to work
Listens to others and provides positive feedback	Complains to his co-workers about not getting a pay raise
Helps others when needed	Doesn't clean up work space after using it
Displays a strong work ethic	Takes someones lunch out of fridge and eats it without telling anyone
Performs under pressure	Gossips and causes drama in the workplace

Ability to work on a team	Doesn't complete daily work duties
Not afraid to take on more responsibility and lead others	Taking the credit of others work and ideas
Have a reputation for efficiency and high productivity	Not taking responsibility for actions
Utilizes an organizational system to keep track of work and life responsibilities	A lack of respect toward customers, co-workers and managers