

Student name: _____ Date: _____

MODULE 4

List and evaluate your personality traits to indicate self-understanding.

Objectives:

A. Define “personality traits.”

B. Know examples of major personality traits.

**C. Evaluate your personality traits along with a classmate
to indicate self-understanding.**

MODULE 4: INFORMATION SHEET

***TO THE STUDENT:** Read and study this information sheet and then complete the student activities at the end of this section.*

What are personality traits?

By definition, personality is the complex combination of characteristics that distinguishes one individual from another; it is this combination of personality traits that makes you different from others. Over a period of time, these traits become habits that are always with you. They reveal the type of person you are.

Listed below are some personal qualities that make you who you are.

Attitude

Your attitude, how you look at situations and other people, perhaps reveals the most about your personality. People who have a positive attitude are those who have a real concern for others. They desire to help others because they see each person as worthwhile. People who do not really care what happens to others show little concern for others and are uncooperative. They have a negative attitude.

Courtesy

Courtesy means good manners and a true concern for others. Do you say "please" and "thank you"? If you will be late in arriving at a friend's house, do you call so that he or she will know when to expect you? Thinking about and doing what you can to make others comfortable is

worth more than gold in making others like you. Nothing so valuable costs as little as courtesy. It's free.

Dependability

Being dependable means that you are reliable; you can be counted on to get the job done well and on time. Others do not have to worry about you. People who cannot or will not complete assignments cannot be depended on and are not worth much to an employer because someone else must finish the job.

Desire to Succeed

Everyone wants to be happy and satisfied with life. Satisfaction in life depends a great deal upon how satisfied you are in your work. If you are successful on your job, you will gain great satisfaction from it. Becoming a success doesn't just happen; you must work for it.

Most successful people work harder than those who fail. Remember, the successful person does the things a failure fails to do.

Enthusiasm

The people who are enthusiastic about life are optimists and are happy and excited about the good things that are happening to them. If their jobs are "right for them," they are especially enthusiastic about their work. Enthusiasm is a personality trait of those who are a pleasure to work with and be around.

Foresight

Having foresight means that you do not just let things happen to you. You plan them. When you apply for a job, you think about the questions that may be asked of you and you plan your answers. During a job interview, you find out about opportunities for advancement. On a job, your employer may not remind you of the time when certain tasks must be completed, so you must remember when work is due. Then you must plan your work so that deadlines will be met.

How well do you plan the use of your time and money? Does your paycheck last until payday? Are your school assignments always completed on time? If you can answer yes to these questions, you probably plan ahead.

Friendliness

Are people friendly toward you? If so, you are probably friendly yourself. Friendly people are well-liked because of their sincere interest in others. When they talk with others, they do not speak only of themselves. If you want more friends, give your friendship to more people.

Health

Many healthy people have not been successful because they did not have ability, desire, or other personal qualities. Some people with poor health have been very successful because of their talent and desire to succeed, but much more effort is required for success if a person has poor health.

Good health is very helpful for success. When you feel well, your work is easier. It may even be fun. Healthy workers are more productive (do more work), too, so employers often consider health when hiring new employees and giving promotions. Good health habits help you feel, act, and look your best.

Honesty

Whether you are an honest person or a dishonest person is your choice. You can be whichever you choose to be. Wherever you work, there will be times when you must choose to be honest or to be dishonest. Your employer pays you for your time. Show that you are honest by giving a day's work for a day's pay. Do not fake sickness to stay home from work; this is not fair to your employer or to the other workers. They will have to do at least part of your work. When you give your word for something, make it good. Don't take the credit for something someone else did. Do not steal time, money, supplies, or credit.

Initiative

Simply, initiative means doing things without being asked. After you have been on the job for a while, you can start to take a bit more initiative. When your assigned duties have been completed, look around to see what else needs to be done. If you are sure that you can do this "extra" work, do it.

Start with small things. In this way, you will learn just how much initiative your boss likes you to take. Do a really good job on these small tasks. Then your employer will probably allow you to take more

responsibility. If you are able to handle these extra responsibilities, you may be promoted.

Loyalty

Showing loyalty to family, friends, and your employer is also a personality trait. You are loyal to your employer if you speak well of your company. You should also respect the people who run the company. Its successes should please you. Do not tell those who don't work for the company about private company concerns. To do so might result in an advantage to a competitor.

Morality

In every society, people set up patterns of behavior that guide their lives. Patterns of behavior that a society expects from its members are sometimes called morals. The morality of a society is based on the views of the men and women who make up that society. Social morality is not the same in all societies or countries. One society's morality may even change over time; but it changes slowly. In our society, behavior showing honesty, fair play, and justice is important. If people are to make a good adjustment in society, they must accept such moral principles.

Everyone has personal moral beliefs. These beliefs vary from person to person. Often, beliefs based on religious faith help to make up personal morality. One excellent rule for a personal morality has a religious background, but it is useful for everyone, regardless of feelings toward religion. It says, "Do unto others as you would have them do unto you."

Neatness

If you are a neat person, it shows up in many ways. You are probably a good dresser and are well-groomed. You will keep your work area clean. How is neatness important on your job?

Open-Mindedness

Being able to see both sides of a question or controversy is open-mindedness. It means considering carefully what the other person has to say even when you do not agree. The moment you close your mind to something, you can no longer learn anything new. Closing your mind prevents you from becoming a more intelligent person. Close-minded people think their beliefs and opinions are correct and will never change their minds.

Open-minded persons accept criticism of their work without feeling that their personal worth is being questioned. Such workers take the criticism seriously and try to see how they can improve because of it. The open-minded person always tries to understand the other person's point of view.

Personal Appearance

It is important to keep your good appearance every day on the job as it is during an interview for a job. Wear clothes which are appropriate for the kind of work you are doing. Have them regularly cleaned or washed. Polish your shoes regularly. Personal cleanliness is important to your health and the impression you leave with other people.

Punctuality

If you get into the habit of arriving late to work, you are cheating your employer. If you are late to work in some companies, they take the time out of your paycheck. Even if they do not, your employer will not be very happy about your being late.

Being punctual is more than simply arriving at work on time. It means starting work on time. If it takes you 15 minutes to get settled and begin working, you are not being punctual. Punctuality is a habit. You are forming your habit of punctuality right now. Are you always on time to class?

Self-Control

Self-control means how well you can control your emotions and your efforts. People who often lose their tempers have little control over their emotions. They would do well to try very hard to see the other side of whatever makes them angry, giving the other person the benefit of the doubt, and hold back their anger until they can let it off in a way that is not damaging to their relationship with another person. People who take out their anger by whacking a golf ball around the course will probably have more friends than the people who allow their anger to explode in the presence of others. If the boss is looking over your shoulder, you will probably get the job done. But what if you are not supervised? Getting the job done when working on your own requires self-control.

Sense of Humor

If you have this personality trait, life is a lot easier and much more interesting. Having a good sense of humor is healthy both physically and mentally. The person whose thoughts are always serious seldom laughs. Don't take life seriously all the time. Look for and enjoy the funny side of life. Learn to laugh even when the joke is on you.

Tact

Can you say the right thing at the right time? Can you handle situations so that no one becomes offended? If so, you are tactful. Part of being tactful is knowing how and when to discuss things with other people. Try to sense the feelings of those around you. What pleases them? What are their moods? When are they happiest and most agreeable? When you discover these things, you will learn how and when to say the right things.

MODULE 4: STUDENT ACTIVITIES

***TO THE STUDENT:** After you have read and studied the Information Sheet, you should now know which traits make up your personality.*

1. Rate your personality on the chart below by placing a check mark in the boxes:

PERSONALITY RATING					
TRAIT	EXCELLENT	GOOD	FAIR	POOR	VERY POOR
<u>Attitude</u>					
<u>Courtesy</u>					
<u>Dependability</u>					
<u>Desire to Succeed</u>					
<u>Enthusiasm</u>					
<u>Foresight</u>					
<u>Friendliness</u>					
<u>Health</u>					
<u>Honesty</u>					
<u>Initiative</u>					
<u>Loyalty</u>					
<u>Morality</u>					
<u>Neatness</u>					
<u>Open-Mindedness</u>					
<u>Personal Appearance</u>					
<u>Punctuality</u>					
<u>Self-Control</u>					
<u>Sense of Humor</u>					
<u>Tact</u>					

2. Now have a classmate fill out the same chart as they see you. When they finish, compare each chart and answer question 3.

PERSONALITY RATING					
TRAIT	EXCELLENT	GOOD	FAIR	POOR	VERY POOR
Attitude					
Courtesy					
Dependability					
Desire to Succeed					
Enthusiasm					
Foresight					
Friendliness					
Health					
Honesty					
Initiative					
Loyalty					
Morality					
Neatness					
Open-Mindedness					
Personal Appearance					
Punctuality					
Self-Control					
Sense of Humor					
Tact					

3. Write a persuasive essay describing your personality traits, including strong and weak traits. Persuade the reader that you understand your weak traits and have a plan to improve them.

MODULE 4: STANDARDS ADDRESSED IN THIS MODULE**Pennsylvania's Academic Standards for Career Education and Work****13.3.11. Career Retention (Keeping a Job)**

- A. Analyze work habits needed to advance within a career.

Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

1.4.11. Types of Writing

- C. Write persuasive pieces.
- Include a clearly stated position or opinion.
 - Include convincing, elaborated and properly cited evidence.
 - Develop reader interest.
 - Anticipate and counter reader concerns and arguments.
 - Include a variety of methods to advance the argument or position.

Secretary's Commission on Achieving Necessary Skills (SCANS)**PERSONAL QUALITIES**

Self-Management: Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; self-starter.