Top Qualities and Skills Employers Seek

What employers would like students to know:

<u>Do your research:</u> Don't interview if you haven't done your homework—researching the organization before you interview is critical. Employers are interested in candidates who ask intelligent questions and are able to make intelligent conversation based on what they know about the organization. They are equally unimpressed by candidates who know nothing about the company or the position being offered.

<u>Be prepared:</u> To score additional points, be sure you're prepared for the interview when you arrive. Using the career services office, learning how to articulate your skills, and practicing interview techniques beforehand are excellent ways to ready yourself. You can also get high ratings by brushing up on verbal communication skills, arriving on time, dressing appropriately, and conducting yourself in a professional manner.

<u>Have a focus:</u> Employers recommend that you base your job search on criteria you develop for jobs and companies. Think about what type of position you're seeking and what type of organization you're interested in, and consider your geographic preference and other related issues.

<u>Bring experience to the table</u>: Rated very highly by employers, relevant work experience can give you the edge over other candidates. Internships and co-ops are excellent experience builders and can help you "sample" different organizations and opportunities which will help you focus on the type of job and work environment you want.

Employers say they are impressed by job candidates who have excellent communication skills, good grooming habits, and relevant work experience. Employers say they want trustworthy new hires who can move right in, get along with their co-workers, and get the job done without having to be babied at each step.

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1. Communication skills (verbal, written, and presentation)
2. Honesty/integrity
3. Interpersonal skills (relates well to others)
4. Motivation/initiative
5. Strong work ethic
6. Teamwork skills (works well with others)
7. Analytical skills
8. Flexibility/adaptability
9. Technical: technical aptitude required in position, computer literacy with major software and maintenance
10. Detail orientated
11. Leadership skills
12. Organization skills
13. Self-confidence
14. Friendly/outgoing personality
15. Tactfulness
16. Well mannered/polite
17. Creativity
18. GPA (3.0 or better)
19. Entrepreneurial skills/risk-taker
20. Sense of humor

Source: National Association of Colleges and Employers Job Outlook 2004 and the Trends in Recruiting Report