

What Employers Want





- In today's highly technological, fast-changing workplace, employees are demanding agile workers, who are highly flexible and able to adjust as new jobs emerge.
- Most employers believe that a liberal arts foundation with on-the-job experience can sharpen the skills most necessary for today's global economy.
- Here's what employers are looking for in applicants:

Career-related Work Experiences



- Employers seek candidates that have hands-on, practical experiences in their field of study, not just a piece of paper for a degree.
- What are career-related work-experiences?
 - Cooperative education assignments
 - Part-time jobs
 - Summer employment
 - Practicum's
 - Internships

Computer / Technical Literacy



- Do you know Microsoft Office Suite, email, and the Internet? If you answered yes you're well ahead of the game.
- Automation and increased utilization of computer technologies are required for almost every job within business, education and government agencies today.

Problem-Solving, Critical Thinking & Reasoning



- The ability to think critically and find solutions to problems using your creativity, reasoning, and past experiences is an asset in today's work environment.
- Employers are looking for college students who not only paid attention in class, but who can really build on and apply their knowledge.
- If you are looking for management and leadership positions, having strong thinking, reasoning and problem solving skills will increase your chances.

Teamwork



- Team-based assignments, group projects, team evaluations, and project management skills are all apart of today's work environment.
- Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.
- A good team player understands the ways in which each team member functions, is sensitive to others' opinions and is able to compromise in order to get the job done in a timely fashion.

Communication



- The one skill mentioned most often by employers is the ability to listen, write, and speak effectively.
- Employers want employees with:
 - Strong writing skills
 - Research skills
 - Public Speaking proficiencies
 - Conversation skills
 - Listening skills
 - Presentation skills
 - Conflict Resolution abilities
 - Interpersonal Skills

Leadership / Management Experiences



- Are you getting involved on campus?
 - Employers look for membership and leadership in extra-curricular activities and development of strong social skills.
 - Showing membership and leadership in extra-curricular activities shows employers your ability to take charge and manage your co-workers.
 - Involvement also provides insight into your character, the types of motivation you may produce in a work-setting and the kind of social skills you will bring to the work place.

Flexibility, Adaptability, & Multi-Tasking



- Most employees can handle a single task at a time. But employers want to hire people who can manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- They also want to see that an employee can take on additional responsibilities and fill-in for others as needed.

Analytical & Research



- Employers seek candidates who have the ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.
- Other related competencies include having time management skills, using good judgment, and exercising decision-making skills.

Interpersonal Abilities



- The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.

Multicultural Sensitivity



- There is probably no bigger issue in today's workplace than diversity.
- Job seekers must demonstrate a sensitivity and awareness to other people and cultures.
- The ability to interact well with different racial groups and be comfortable with different attitudes and opinions is a skill that is essential as companies conduct business in the United States and globally.

Planning & Organizing



- Your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Your ability to set clear goals

Broad Knowledge



- Employers want employees to have a broad perspective and broad knowledge beyond their field.
- To gain broad knowledge, you may want to:
 - Become conversant in a second language
 - Travel to different countries



- Of equal importance to skills are the values, personality traits, and personal characteristics that employers seek.
- Here is a list of the most important personal values employers seek in employees:

Honesty, Integrity & Morality



- In light of the many recent corporate scandals, employers place personal integrity high on its list of must have personal values.
- They also seek candidates with high ethical standards.

Dedication, Work-Ethic & Tenacity



- Employers seek job-seekers who love what they do and will keep at it until they solve the problem and get the job done.

Dependability, Reliability & Responsibility



- Employers desire employees who will arrive to work every day – on time – and ready to work, and who will take responsibility for their actions.

Positive Attitude, Motivation & Energy



- The job-seekers who get hired and the employees who get promoted are the ones with drive and passion – and who demonstrate this enthusiasm through their words and actions.
- While teamwork is important, so is the ability to work independently, with minimal supervision.

Professionalism



- Professionalism deals with acting in a responsible and fair manner in all your personal and work activities, which is seen as a sign of maturity and self-confidence.

Self-Confidence



- If you don't believe in yourself, in your unique mix of skills, education and abilities, why should a prospective employer?
- Be confident in yourself and what you can offer employers.

Willingness to Learn



- No matter what your age, no matter how much experience you have, you should always be willing to learn a new skill or technique.
- Jobs are constantly changing and evolving, and you must show an openness to grow and learn with that change.

Final Thoughts....



- Employability skills and personal values are the critical tools and traits you need to succeed in the workplace – and they are all elements that you can learn, cultivate, develop, and maintain over your lifetime.
- Where do you stand? What skills do you need to develop?

References and Resources



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