Secrets for interview success

**top ten skills employers want for their employees**

1. Concern for productivity
2. Pride of craftsmanship and quality of work
3. Responsibility to follow through assigned tasks
4. Dependability
5. Good work habits
6. Positive attitude toward company/employers
7. Ability to write and speak effectively
8. Ability to read and apply printed matter
9. Ability to follow instructions
10. Ambition/motivation/desire to get ahead

**tips on marketing your skills**

what employers want to learn about their applicants:

- What can this person do for me?
- Where is the proof?
- What did they do in addition to taking classes?
- Did he/she set things up, create things?

**top skills and qualities employers seek in job candidates:**

1. Communication skills
2. Strong work ethic
3. Teamwork skills
4. Motivation/Initiative
5. Analytical skills
6. Computer skills
7. Flexibility/Adaptability
8. Interpersonal skills
9. Problem-solving skills
10. Technical skills
11. Detail-Oriented
12. Organizational skills
13. Self-confidence
14. Leadership skills

**skills students most need to improve upon**

1. Realistic job expectations/Lose sense of entitlement
2. Communication (written and verbal)
3. Career goals/Focus
4. Professionalism/Etiquette
5. Knowledge of company/Work environment
6. Work ethic
7. Flexibility/Adaptability
8. Interviewing skills
9. Motivation/Initiative
10. Customer Service

**what college candidates lack**

Ironically, communication skills not only top employers’ list of most-desired skills, but also their list of the skills most lacking in new college graduates. Unfortunately, in spite of requesting this skill year after year, many employers also report that college graduates lack good grammar and writing skills.

“Time management- prioritization is key; Analysis of leadership style and awareness of what may or may not motivate others; Appreciation of other’s ideas; Attention to detail; and tolerant is better for everyone. Targeting your message- shape your ideas, tone, and delivery keeping in mind your audience’s goals.”

Kirk Banfield; retired from FDIC
When following-up an interview, remember to write a thank-you letter to the interviewer(s) within 48 hours. The note can be typed, handwritten, or e-mailed, depending on the organization’s culture. Keep the note brief, but reiterate your interest in the position if you are, in fact, interested.

Top ten places employers find new hires

1. Organization’s internship fair
2. Employee referrals
3. Career/Job fairs
4. On-campus recruiting
5. Company website job postings
6. Organization’s co-op programs
7. Commercial career website job postings
8. Faculty contacts
9. Internet job postings
10. Student organizations/Clubs

Illegal Interview Questions

- National Origin/Citizenship
- Age
- Marital/Family Status
- Affiliations
- Personal
- Disabilities
- Arrest Record
- Military

For a more detailed description of these illegal questions, refer to Handling Illegal Questions article within “Job Choices for Business & Liberal Arts Students”, National Association of Colleges and Employers 2007.

References

Job Choices 2010, National Association of Colleges and Employers, Bethlehem, PA
National Association of College and Employers 2004
"Making the Grade” by Carl Bialik on careerbuilder.com