



Career Connection
MNTC EMPLOYMENT SERVICES

Employer Expectations Guide



Employers want to hire the best people for their team. The first part of the recruiting process is screening out candidates who do not meet the requirements of the job and who do not have the attributes the employers want. Employers look for the following **top three attributes** in job candidates to fill their open positions.

1. SKILLS

Can you do the job?

- Education & training
- Experience
- Past achievements
- Ability & interest in the area

2. APPEARANCE/ATTITUDE

Do you look and act like the right person?

- Personal Appearance: Do you look like the company image?
- Personal Style, Manner, or Personality: Would you fit in?
- Personal Contact Material: Resume, cover letter
- Phone Etiquette: Are you professional?
- Personal Tone: Positive/Negative

3. DEPENDABILITY

Can we count on you?

- Good attendance record
- On time, on task
- Can be trusted
- Gets things done on time
- Is effective at his/her job

THREE SKILLS EMPLOYERS SEEK

Job-Related Skills

These are the skills a job requires you to have in order to do the job well. A secretary would need to use a computer, type accurately, file, and answer phones. A carpenter would need to operate a power saw, hang joists, set rafters, do trim work. An employee of McDonald's would need to operate a computerized register, make shakes and prepare sandwiches. There are too many job-related skills to list but if you do your research, you will be able to make your own list of what job-related skills you will need for the job you want.

Self Management Skills

These skills are those that make up your personality. Are you "zany" or "sensible?" "daring" or "reserved?" Look at yourself honestly and get to know just who you really are. Then look at the list of self-management skills and find those that you might use to describe yourself.

NOTE: You may want to think about

which words you would use in an interview...would you really want to tell an employer you were "zany" or "daring?" Find 10 words on the next page that will leave a good impression with the employer. Words that show your work values such as energetic, hard-working, persistent, patient, creative, loyal, mature, confident, versatile — are excellent, to name just a few.

Transferable Skills

These skills can be used in most occupations. They can be skills gained from everyday living, as well as from paid or volunteer work experience. Sometimes people overlook these skills and forget to mention them to an employer. Give yourself credit for everything you have ever done. Remember, any special projects you have done for school, home or church may require skills that an employer might appreciate. Check the list on page 10 for transferable skills that you have acquired.

EMPLOYER ADVICE TO JOB SEEKERS¹

- Gain experience: internships, volunteer work, leadership opportunities, community involvement
- Create connections: build professional relationships while still in school
- First impressions count: present yourself professionally
- Be a professional: in dress, communication and demeanor
- Be prepared: do your research on each organization and practice interviewing
- Be persistent! It is a tough market and you will have to leverage all the tools available to find that first job
- Be open-minded, flexible and realistic: most important!

EMPLOYER ADVICE TO YOUNG PROFESSIONALS STARTING THEIR CAREERS²

- Be a 24/7 learner (demonstrate desire to continue learning, be coachable and open to change)
- Shelf the technology and build people rapport (understand the value of personal interactions)
- Act with integrity (be honest, build trust with others, live up to your commitments)
- Take the initiative through hard work (look at what you can do for the employer rather than vice-versa)
- Be positive, yet humble (be strong and confident while also asking questions and helping others)

TOP 10 SKILLS

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

SELF-MANAGEMENT SKILLS

<i>adventurous</i>	<i>curious</i>	<i>imaginative</i>	<i>persevering</i>	<i>sociable</i>
<i>affectionate</i>	<i>daring</i>	<i>independent</i>	<i>pleasant</i>	<i>spontaneous</i>
<i>aggressive</i>	<i>deliberate</i>	<i>individualistic</i>	<i>poised</i>	<i>spunky</i>
<i>alert</i>	<i>democratic</i>	<i>industrious</i>	<i>polite</i>	<i>stable</i>
<i>ambitious</i>	<i>dependable</i>	<i>informal</i>	<i>practical</i>	<i>steady</i>
<i>artistic</i>	<i>determined</i>	<i>ingenious</i>	<i>precise</i>	<i>strong</i>
<i>assertive</i>	<i>dignified</i>	<i>intellectual</i>	<i>pressure</i>	<i>strong-minded</i>
<i>attractive</i>	<i>discreet</i>	<i>intelligent</i>	<i>resistant</i>	<i>sympathetic</i>
<i>bold</i>	<i>emotional</i>	<i>intensive</i>	<i>productive</i>	<i>tactful</i>
<i>broad-minded</i>	<i>energetic</i>	<i>kind</i>	<i>progressive</i>	<i>teachable</i>
<i>businesslike</i>	<i>enterprising</i>	<i>leisurely</i>	<i>prudent</i>	<i>tenacious</i>
<i>calm</i>	<i>enthusiastic</i>	<i>lighthearted</i>	<i>punctual</i>	<i>thorough</i>
<i>careful</i>	<i>fair-minded</i>	<i>likable</i>	<i>purposeful</i>	<i>thoughtful</i>
<i>cautious</i>	<i>farsighted</i>	<i>logical</i>	<i>quick</i>	<i>tolerant</i>
<i>charming</i>	<i>firm</i>	<i>loyal</i>	<i>quiet</i>	<i>tough</i>
<i>cheerful</i>	<i>flexible</i>	<i>mature</i>	<i>rational</i>	<i>trusting</i>
<i>clear-thinking</i>	<i>forceful</i>	<i>modest</i>	<i>realistic</i>	<i>trustworthy</i>
<i>clever</i>	<i>formal</i>	<i>natural</i>	<i>reasonable</i>	<i>unaffected</i>
<i>competent</i>	<i>frank</i>	<i>obliging</i>	<i>reflective</i>	<i>unassuming</i>
<i>competitive</i>	<i>friendly</i>	<i>open-minded</i>	<i>relaxed</i>	<i>understanding</i>
<i>confident</i>	<i>generous</i>	<i>opportunistic</i>	<i>reliable</i>	<i>unexcitable</i>
<i>conscientious</i>	<i>gentle</i>	<i>optimistic</i>	<i>reserved</i>	<i>verbal</i>
<i>conservative</i>	<i>good-natured</i>	<i>organized</i>	<i>resourceful</i>	<i>versatile</i>
<i>considerate</i>	<i>healthy</i>	<i>original</i>	<i>responsible</i>	<i>warm</i>
<i>cool</i>	<i>helpful</i>	<i>outgoing</i>	<i>sensitive</i>	<i>wholesome</i>
<i>cooperative</i>	<i>honest</i>	<i>painstaking</i>	<i>serious</i>	<i>wise</i>
<i>courageous</i>	<i>humorous</i>	<i>patient</i>	<i>sharp-witted</i>	<i>witty</i>
<i>creative</i>	<i>idealistic</i>	<i>peaceable</i>	<i>sincere</i>	<i>zany</i>

TRANSFERABLE SKILLS

<i>act/perform</i>	<i>determine</i>	<i>instruct</i>	<i>plant</i>	<i>situations</i>
<i>adapt to situations</i>	<i>develop</i>	<i>interpret data</i>	<i>prepare materials</i>	<i>sketch</i>
<i>advise people</i>	<i>direct others</i>	<i>interview people</i>	<i>print</i>	<i>socialize</i>
<i>analyze data</i>	<i>disperse</i>	<i>invent</i>	<i>process information</i>	<i>solve problems</i>
<i>anticipate problems</i>	<i>information</i>	<i>inventory</i>	<i>process materials</i>	<i>sort</i>
<i>appraise service</i>	<i>distribute</i>	<i>investigate</i>	<i>produce</i>	<i>speak in public</i>
<i>arrange functions</i>	<i>do precision work</i>	<i>lead people</i>	<i>program</i>	<i>study</i>
<i>assemble products</i>	<i>do public relations</i>	<i>learn</i>	<i>promote</i>	<i>supervise</i>
<i>assess situations</i>	<i>draft</i>	<i>learn quickly</i>	<i>protect property</i>	<i>supply</i>
<i>audit records</i>	<i>drive</i>	<i>liaise</i>	<i>provide</i>	<i>support</i>
<i>bargain/barter</i>	<i>edit</i>	<i>lift (heavy)</i>	<i>maintenance</i>	<i>survey</i>
<i>be cost conscious</i>	<i>encourage</i>	<i>lift (moderate)</i>	<i>question others</i>	<i>synthesize</i>
<i>be responsible for</i>	<i>endure long hours</i>	<i>listen</i>	<i>raise money</i>	<i>tabulate</i>
<i>budget money</i>	<i>enforce</i>	<i>locate information</i>	<i>read reference books</i>	<i>take instructions</i>
<i>build</i>	<i>entertain</i>	<i>jog information</i>	<i>recommend</i>	<i>tend equipment</i>
<i>buy products/</i>	<i>establish</i>	<i>make/create</i>	<i>record data</i>	<i>test</i>
<i>services</i>	<i>estimate</i>	<i>make decisions</i>	<i>recruit people</i>	<i>think ahead</i>
<i>calculate numbers</i>	<i>evaluate</i>	<i>make policy</i>	<i>rectify</i>	<i>think logically</i>
<i>chart information</i>	<i>examine</i>	<i>manage a business</i>	<i>reduce costs</i>	<i>tolerate</i>
<i>check for accuracy</i>	<i>exchange</i>	<i>manage people</i>	<i>refer people</i>	<i>interruptions</i>
<i>classify information</i>	<i>exhibit</i>	<i>measure boundaries</i>	<i>rehabilitate people</i>	<i>track</i>
<i>collect money</i>	<i>expand</i>	<i>mediate problems</i>	<i>remember</i>	<i>train/teach</i>
<i>communicate</i>	<i>expedite</i>	<i>meet the public</i>	<i>information</i>	<i>transcribe</i>
<i>compare data</i>	<i>explain</i>	<i>memorize</i>	<i>remove</i>	<i>transfer</i>
<i>compile statistics</i>	<i>explore</i>	<i>information</i>	<i>repair</i>	<i>translate</i>
<i>compute data</i>	<i>file records</i>	<i>mentor others</i>	<i>replace</i>	<i>travel</i>
<i>conceptualize</i>	<i>find information</i>	<i>monitor progress</i>	<i>report information</i>	<i>treat</i>
<i>conduct</i>	<i>fix/repair</i>	<i>motivate others</i>	<i>research</i>	<i>troubleshoot</i>
<i>confront others</i>	<i>follow directions</i>	<i>move materials</i>	<i>resolve problems</i>	<i>tutor</i>
<i>construct buildings</i>	<i>follow through</i>	<i>negotiate</i>	<i>restore</i>	<i>type</i>
<i>consult w/others</i>	<i>gather information</i>	<i>nurse</i>	<i>retrieve information</i>	<i>understand</i>
<i>contact others</i>	<i>gather materials</i>	<i>nurture</i>	<i>review</i>	<i>unite people</i>
<i>contact w/others</i>	<i>generate guide/lead</i>	<i>observe</i>	<i>run meetings</i>	<i>update information</i>
<i>control costs</i>	<i>hand/eye</i>	<i>obtain</i>	<i>schedule</i>	<i>upgrade</i>
<i>control people</i>	<i>coordination</i>	<i>operate equipment</i>	<i>seek out</i>	<i>use words correctly</i>
<i>control situations</i>	<i>handle complaints</i>	<i>order goods/</i>	<i>select</i>	<i>verify</i>
<i>converse w/others</i>	<i>handle equipment</i>	<i>supplies</i>	<i>sell</i>	<i>visit</i>
<i>coordinate activities</i>	<i>handle money</i>	<i>organize data</i>	<i>separate</i>	<i>visualize</i>
<i>cope w/deadlines</i>	<i>help people</i>	<i>organize people</i>	<i>sequence</i>	<i>volunteer</i>
<i>copy information</i>	<i>illustrate</i>	<i>organize tasks</i>	<i>service customers</i>	<i>weigh</i>
<i>correspond w/others</i>	<i>imagine solutions</i>	<i>own/operate</i>	<i>service equipment</i>	<i>work quickly</i>
<i>create</i>	<i>implement</i>	<i>business</i>	<i>set goals/objectives</i>	<i>write procedures</i>
<i>delegate</i>	<i>improve</i>	<i>paint</i>	<i>set up equipment</i>	<i>write promo</i>
<i>deliver</i>	<i>improvise</i>	<i>perceive needs</i>	<i>set up systems</i>	<i>material</i>
<i>demonstrate</i>	<i>inform people</i>	<i>perform routine</i>	<i>sew</i>	<i>write proposals</i>
<i>design</i>	<i>initiate actions</i>	<i>work</i>	<i>shape</i>	<i>write reports</i>
<i>detail</i>	<i>inspect products</i>	<i>persuade others</i>	<i>signal</i>	<i>write technical work</i>
<i>detect</i>	<i>install</i>	<i>plan</i>	<i>size up</i>	

Source

¹ 'What Employers Want You to Know about Winning in Your Job Search' Recruiting Trends Note 2010-11 :2.1-published in 2010 by the Michigan State University Collegiate Employment Research Institute.

² 'What Employers Want You to Know about Winning in Your First Job' Recruiting Trends Note 2010-11:2.2-published in 2010 by the Michigan State University Collegiate Employment Research Institute.