

# Job Skills

## **What do employers really look for before hiring someone?**

Ever wonder what skills and qualities employers want you to possess before they hire you? The good news is, it's all stuff that you can work on! When you equip yourself with the skills that employers look for, you can land the job that's right for you!

## **Why should I care about being ready for the workplace?**

Being workplace ready increases your chances of landing, keeping and moving ahead in a job.

“I like to have leaders on my team. I am looking for a leader who is confident, empowering, hands on, takes initiative! I always believed that leadership is a key attribute of one's personality since it empowers, motivates and organizes people to achieve a common objective and provides moral guidance. Effective leadership provides stimulation, inspiration and information!”

— *Eran Sinai, President, CEO, GHI Construction*

**When interviewing for a job, remember to dress, speak, and act like someone who has the position you are interviewing for. When I interview applicants, I look for people who are highly skilled in the area for which they are interviewing and who are:**

- 1. Articulate.** Use proper grammar and avoid slang or inappropriate language.
- 2. Knowledgeable about my company.** Take a little time to research the place you are interviewing at. Most companies have web sites filled with important facts. Think of 2-3 questions about the company related to what you learn. It shows you have a curiosity about where you want to work.
- 3. At ease during the interview.** Practice in advance. Think about what questions you might be asked and rehearse your answers. Since you may be nervous during the interview, this practice will help calm you during the discussion.
- 4. Real. Don't be fake.** Don't try to be someone you aren't because it will show. Also, make eye contact. The person interviewing you is genuinely curious about what you have to say. They wouldn't have taken the time to meet with you if they didn't have some level of interest in you.
- 5. Positive. Smile.** People spend a large portion of their day at work. Therefore, they want to be surrounded by interesting, happy people. The person interviewing you is not only evaluating your job skills, he or she is also considering whether or not you are someone they would want to spend a lot of time with. Happy, upbeat people do far better in interviews than sad, sarcastic, or timid people.

- *Wiley Blevins, Vice President, Editorial Director*



**In the table, give examples of how you can improve your workplace readiness skills.**

<b>Some workplace readiness skills/qualities are...</b>	<b>This skills/quality means...</b>	<b>To help me improve this skill I can...</b>
Oral Communication Skills	clear and accurate expression of spoken information	Example:
Written Communication Skills	use of correct grammar, clear presentation of written information	Example:
Interpersonal Skills	“team player”, ready to cooperate	Example:
Personal Qualities	promptness, leadership, positivity, responsibility, honesty, respect, hard worker	Example:
Other Basic Skills	use of basic technology, e.g. word processing software, email, and the Internet	Example:

“The qualities and skills that I look for when hiring will depend on the position, but I would expect that most positions would be looking for someone who can influence others, drive for results, be a team player, and analyze and solve for complex business problems by presenting recommendations or solutions.”

— Barb Mahnen, Learning and Leadership Development Manager, Bank of America.

