

Personal Values Employers Seek in Employees



Of equal importance to skills are the values, personality traits, and personal characteristics that employers seek. Look for ways to weave examples of these characteristics into your resume, cover letters, and answers to interview questions.

Below is a list of the 10 most important categories of values:

Honesty/Integrity/Morality. Employers probably respect personal integrity more than any other value.

Adaptability/Flexibility. Your openness to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects, is very important.

Dedication/Hard-Working/Work Ethic/Tenacity. Employers welcome 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. There's no question that all employers desire employees who will arrive to work every day - on time - and ready to work, and who will take responsibility for their actions.

Loyalty. Employers want employees who will have a strong devotion to the company -- even at times when the company is not necessarily loyal to its employees.

Positive Attitude/Motivation/Energy/Passion. 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.

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; avoid being petty.

Self-Confidence. Believing in yourself: 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.

Self-Motivated/Ability to Work With Little or No Supervision. While teamwork is always mentioned as an important skill, so is the ability to work independently, with minimal supervision.

Willingness to Learn. No matter what your age, no matter how much experience you have, you should always be willing to learn something new, whether 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. Once you have identified the sought-after skills and values and assessed the degree to which you possess each, remember to document them and market them (in your resume, cover letter, and interview answers) for job-search success.

Adapted from http://www.quintcareers.com/job_skills_values.html



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Job Readiness Skills



Top Skills and Values Employers Seek from Job-Seekers



Every employer is looking for a specific set of skills from job-seekers ...



Most job-seekers wish they could unlock the secret formula to winning the hearts and minds of employers. What, they wonder, is that unique combination of skills and

values that influence an employer's decision to hire someone?

Every employer is looking for a specific set of skills from job-seekers that match the skills necessary to perform a particular job. But beyond these job-specific technical skills, certain skills are nearly universally sought by employers. The good news is that most job-seekers possess these skills to some extent. Job-seekers with weaknesses in these areas can improve their skills through training, professional development, or obtaining coaching/mentoring from someone who understands these skills.

The best news is that once you understand the skills and characteristics that most employers seek, you can customize your job-search communication -- your resume, cover letter, and interview language -- to showcase how well your background aligns with common employer requirements.

Skills Most Sought After by Employers

So, what are these critical employability skills that employers demand of job-seekers?

- **Communications Skills (listening, verbal, written).** By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business.
- **Analytical/Research Skills.** This involves your ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.
- **Computer/Technical Literacy.** Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.
- **Flexi-Adapt-ability/Managing Multiple Priorities.** Your ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- **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.

- **Leadership/Management Skills.** While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.
- **Multicultural Sensitivity/Awareness.** There is possibly no bigger issue in the workplace than diversity, and job-seekers must demonstrate sensitivity and awareness to other people and cultures.
- **Planning/Organizing.** Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.
- **Problem-Solving/Reasoning/Creativity.** Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.
- **Teamwork.** 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.

