

10
TOP

QUALITIES FOR A SUCCESSFUL
INTERN OR EMPLOYEE



And Dressing for Success!

The Top Skills Employers Most Want

Do you have the ability to make decisions and solve problems?

Are you able to work effectively in a team ?

Every employer is looking for a specific set of skills from job-seekers that match the skills necessary to perform a particular job.

- You can improve your skills through training, professional development, or obtaining coaching/mentoring from someone
- You can tailor your job-search communication –
- Create / re-define your resume, cover letter, and interview language

<https://www.youtube.com/watch?v=yMqNfhJKgGk>

https://www.youtube.com/watch?v=kBxRi_udy9I

*Skills/Qualities Employers Want
(Based on a 5-point scale; 5 = extremely important)*

<i>Verbally communicate with persons inside/outside the organization</i>	<i>4.63</i>
<i>Work in a team situation</i>	<i>4.60</i>
<i>Make decisions and solve problems</i>	<i>4.51</i>
<i>Plan, organize, and prioritize work</i>	<i>4.46</i>
<i>Obtain and process information</i>	<i>4.43</i>
<i>Analyze quantitative data</i>	<i>4.30</i>
<i>Technical knowledge related to the job</i>	<i>3.99</i>
<i>Proficiency with computer software programs</i>	<i>3.95</i>
<i>Create and/or edit written reports</i>	<i>3.56</i>
<i>Sell or influence others</i>	<i>3.55</i>

Source: Job Outlook 2013, National Association of Colleges & Employers

What is the difference between *hard skills* and *soft skills*?

Hard skills are usually related to professional knowledge, tools, or techniques that allow us to work within our profession.

Examples: designing a bridge; developing software; applying taxation laws.

Soft skills are the complete collection of our social, communication, and self-management behaviors. These are the skills that enable us to work effectively and “fit in” at the workplace.

Examples: demonstrating integrity and ethical behavior; being motivated and having a positive attitude.

Skills Most Sought After by Employer.



- 1). Communication Skills (listening, verbal, written) – *successful communication is critical in business*
- 2). Teamwork – *the ability to work with others in a professional manner while attempting to achieve a common goal*
- 3). Problem-solving/Reasoning/Creativity – *the ability to find solutions to problems using past experiences along with available resources*
- 4). Planning/Organizing – *the ability to design, plan, organize, and implement projects and tasks within an allotted timeframe*
- 5). Leadership/Management Skills – *your ability to take charge and manage your co-workers*
- 6.) Analytical/Research Skills – *your ability to assess a situation, seek multiple perspectives and identify key issues that need to be addressed*
- 7). Computer/Technical Literacy – *some basic understanding of computer hardware and software*
- 8). Flexibility/Adaptability – *the ability to adapt to changing conditions and work assignments*
- 9). Manage Multiple Priorities – *your ability to manage multiple assignments and tasks; set priorities*
- 10). Interpersonal Abilities – *the ability to relate to your co-workers, and inspire others to participate*

Sample bullet point *describing* each skills

Communication Skills



Exceptional listener and communicator who effectively conveys information verbally and in writing.

Teamwork



Resourceful team player who excels at building trusting relationships with customer and colleagues.

Leadership/Management Skills



Goal-driven leader who confidently motivates and coaches employees to meet high performance standards.

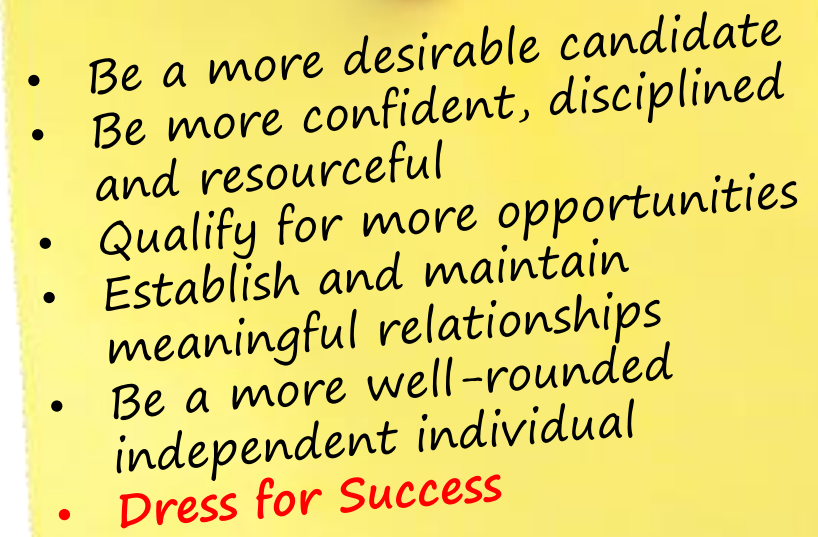
Problem-Solving/Reasoning



Innovative problem-solver who can generate workable solutions and resolve complaints.

Skills Most Sought After by Employers



- 
- Be a more desirable candidate
 - Be more confident, disciplined and resourceful
 - Qualify for more opportunities
 - Establish and maintain meaningful relationships
 - Be a more well-rounded independent individual
 - **Dress for Success**



Dressing For Success

WHEN INTERVIEWING, DRESS FOR THE POSITION YOU WANT, **NOT** FOR THE JOB YOU HAVE.

<http://www.naceweb.org/gg/infographics/dress-for-success.aspx>

First Impressions Count



- Research shows it only takes a few seconds to make a lasting impression.
- That means no matter how solid your credentials, you still want to look professional.
- Dressing appropriately not only gives you more confidence and creditability, it surrounds you with a sense of belonging.

Clothing is a **non-verbal** communication

- Clothes say a lot about you: Your values, economic status, savviness, and more.
- Avoid clothes that are too short, tight, baggy, boldly colored, revealing or trendy.
- No flashy jewelry
- No visible tattoos, body piercing and unusual hair coloring and styles
- Skirts should be knee-length
- Its better to be **over**- rather than underdressed for the interview



Business Professional Guide

— Required For Career Fairs and Interviews —

Basics



Color



Finished Looks



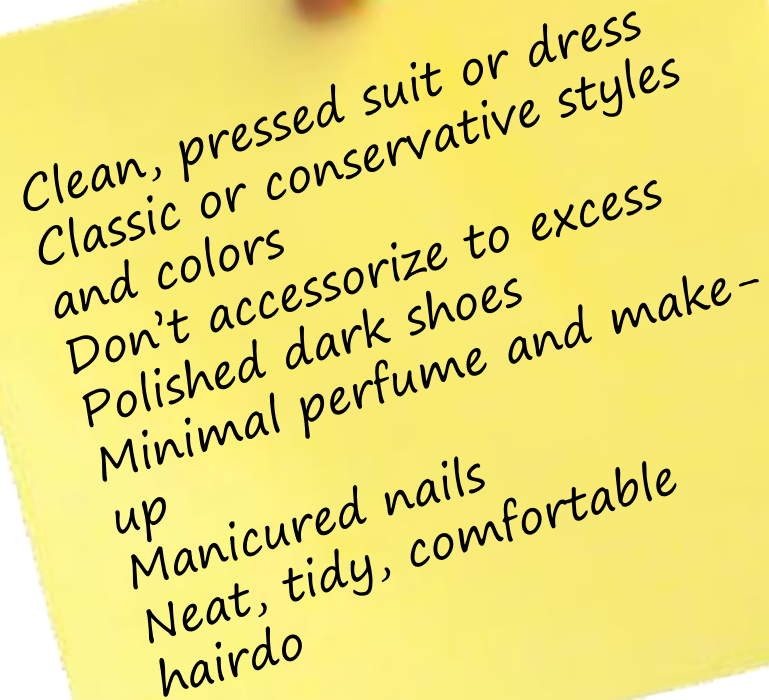
Business Professional is **NOT** business casual

Always wear a blazer or jacket over a dress shirt with a tie.
Avoid bare shoulders.



For more information visit our Pinterest!

Dress for Success



Clean, pressed suit or dress
Classic or conservative styles
and colors
Don't accessorize to excess
Polished dark shoes
Minimal perfume and make-
up
Manicured nails
Neat, tidy, comfortable
hairdo