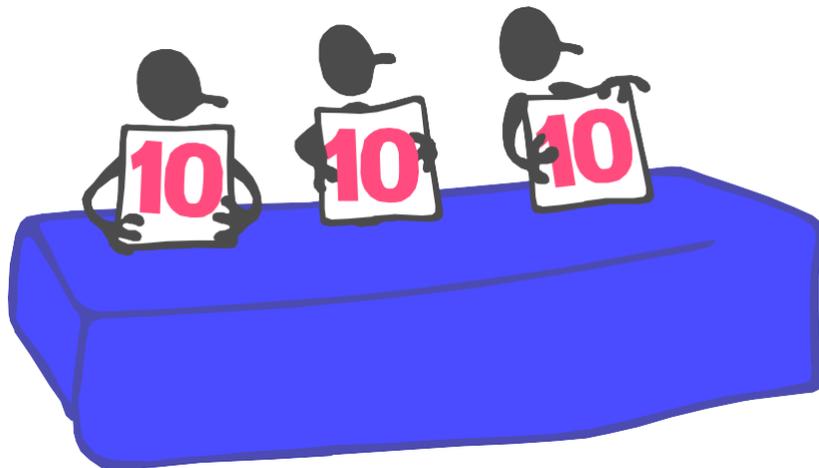


Step 2:
Traits, Attributes &
Transferable Skills:

What Employers Look
For In Job Candidates



KEY PERSONALITY TRAITS/SKILLS EMPLOYERS LOOK FOR

Jot Down a Situational Example (THINK: "STORY") of Each Attribute
(in other words, an example of when you demonstrated these attributes.)
You don't need a new story for each Trait – one story may include many of these Traits.

Adaptability:

Able to handle a change – can roll with the punches

Example:

Cooperation:

Can work with others successfully, or lend a hand, even it requires extra time and effort

Example:

Creativity:

Can come up with unique solution and/or analyze things in a unique way

Example:

Decision Making:

Identify problems, get the right information, develop possible courses of action, and make a decision

Example:

Flexibility:

Willing to try new things or different ways of doing things in order to achieve the desired goals

Example:

KEY PERSONALITY TRAITS/SKILLS EMPLOYERS LOOK FOR

Initiative:

Can work without close supervision; able to go beyond the normal job requirements when necessary

Example:

Tolerance for Stress:

Can maintain stable performance under pressure

Example:

Problem-Solving/Analytical Ability

Ability to zero in and evaluate a difficult situation, ID needed actions, and solve the problem

Example:

Intelligence

Can perform the job with combined street smarts and common sense

Example:

Enthusiasm

Has passion or zeal for the job, a desire to do the job well and make things happen

Example:

KEY PERSONALITY TRAITS/SKILLS EMPLOYERS LOOK FOR

Team Player

Ability to cooperate with others as part of a team, share information and credit and be willing to be managed by your supervisor

Example:

Reliability

Can be counted upon to get the job done — and done well — on a regular basis with minimal supervision

Example:

Good Communication Skills

Ability to talk, write, and listen effectively to people within & outside the company

Example:

Dedication

Ability to exert effort, stay the course, & put in long hours to complete projects on deadline

Example:

Determination

Resoluteness of purpose; not deterred by obstacles

Example:

KEY PERSONALITY TRAITS/SKILLS EMPLOYERS LOOK FOR

Results-Oriented —

Will take the initiative to get things done

Example:

Self-Awareness —

Know your strengths, skill, and traits – everything you have to offer the employer

Example:

Other:

Example:

Other:

Example:

COMMON MISTAKES PEOPLE MAKE DURING INTERVIEWS

(BASED ON REPORTS FROM 153 FIRMS)

1. Was late to interview.
2. Projected cynical attitude.
3. Bad mouthed past employers.
4. Didn't look at the interviewer(s) when talking.
5. Had a limp, fishy handshake.
6. Had poor personal appearance.
7. Failed to express appreciation for interviewer's time.
8. Asked no questions about job.
9. Gave vague responses to questions.
10. Was overbearing, over aggressive conceited with superiority or "know it all complex."
11. Couldn't express self clearly; sounded indecisive; used poor voice diction, grammar.
12. Didn't have a career plan; didn't have purpose and goals.
13. Lacked confidence and poise; was nervous.
14. Made excuses; was evasive – flat out lied.
15. Lacked tact; lacked courtesy; was ill mannered.
16. Lacked maturity.
17. Lacked interest and enthusiasm – was passive and indifferent
18. Was merely shopping around – wanted the job for short time.
19. Projected lack of professional integrity.
20. Sounded intolerant – voiced strong prejudices.
21. Was high pressure type.



