

What Employers Expect in New Hires: Self Assessment

Employers place increased importance on honesty and integrity. Other qualities that rank high are work experience, leadership abilities, academic credentials (if required), technical skills, and analytical skills. What employers really want are the “soft skills” including reliability, dedication, determination, results-orientation, and self-awareness. They can teach people the additional job skills, when necessary, but can not really teach people the “soft skills.” You either know what these are or you don’t.

Employers have listed the following skills and personal characteristics as favorable abilities, traits, and skills they look for in new employees. This does not mean you have to have all of them, but it would be important to do a self assessment to see how many you have.

Do you have these skills?	YES	NO
1. Honesty and Integrity		
2. Communication Skills – both verbal and written		
3. Strong Work Ethic		
4. Motivation and Initiative		
5. Interpersonal Skills		
6. Teamwork Skills and Collaborative Skills		
7. Flexibility		
8. Customer Service Skills		
9. Professional Etiquette		
10. Detail-Oriented		
11. Networking		
12. Enthusiasm and an upbeat attitude		
13. Professionalism		
14. Problem Solving and Critical Thinking Skills		
15. Intelligence		
16. Motivation		
17. Assertiveness		
18. Adaptability		
19. Maturity		
20. Follow-through		
21. Multi-Tasking Skills		
22. Planning and Organizational Skills		
23. Research Skills		
24. Willingness to Learn		
25. Ability to take Criticism		
26. Strength of Character		