Skills Employers Seek

**INTERPERSONAL COMPETENCE**
Includes the ability to convey poise, self-assurance and professionalism; to build positive and long-term relationships and partnerships with coworkers and clients; and to demonstrate awareness and consideration of others’ opinions, concerns and needs.

**INFLUENCING OTHERS**
Includes the ability to use personal influence and persuasion to bring others to one’s point of view, to project a “take charge” attitude and to bring about effective action through direction or collaboration.

**PROBLEM ANALYSIS DECISION MAKING**
Includes the ability to identify, integrate and grasp critical elements of problem situations and to use logical and sound judgment. It also includes the ability to handle complexity, recognize subtle interrelationships, draw conclusions, and make sound and timely decisions.

**PERSONAL ADAPTABILITY**
Involves the ability to cope with the demands of work. Factors such as confidence, coping with stress and pressure, responding to new challenges and changing expectations, and maintaining flexibility and resilience through adversity are included.

**ADMINISTRATIVE /ORGANIZATION SKILLS**
Included are setting and adjusting priorities, creating and implementing both short and long term plans, following through on responsibilities, handling paperwork effectively and efficiently, and structuring and allocating one’s own time and resources productively.

**MOTIVATION**
Includes initiative, commitment to high internal standards of excellence, achievement and ability to consistently meet or exceed performance expectations toward achievement of organizational goals and objectives.

**COMMUNICATION SKILLS**
Includes listening, conveying a genuine interest in what others are saying, clarity and fluency in oral communication, and the ability to ask probing and substantive questions.

**LEADERSHIP**
Involves the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals. This includes initiating new ideas, delegating responsibility and managing conflict.

**TEAMWORK SKILLS**
Involves the ability to form teams, build team effectiveness and trust, knowledge of the stages of team development and team process skills and conflict management. To be a member of a team is putting forth a cooperative effort on the part of a group of persons acting together in the interests of a common cause.

**STRONG WORK ETHIC/INTEGRITY**
Includes showing up on time, looking for ways to stay busy, being willing to accept challenges and sticking to a task until complete. Having a strong desire to complete a job well and taking responsibilities seriously.