

# SKILLS EMPLOYERS ARE SEEKING IN POTENTIAL EMPLOYEE'S

- 1. Communication skills** - Excellent communication skills are the number one thing that employers and interviewers look for in a candidate. These can be either verbal or written communication skills but you must be able to prove that you can communicate and work alongside others in an excellent manner.
- 2. Honesty and integrity** - This is the 2nd most important thing interviewers and employers look for in a person, so it is worthwhile to remember this during the interview process and make sure that any answers you give to questions you answer honestly as you may be caught out later during the interview if asked the same question in a roundabout way.
- 3. Teamwork skills** - These are another important asset you must have, preferably you will have backed up any claims you make regarding teamwork in your CV with evidence presented during the interview showing and confirming previous experiences you have had with teamwork skills.
- 4. Interpersonal skills** - You must be able to prove your interpersonal skills to the interviewer or employer during the interview, skills such as working alongside others, being able to evaluate and accept responsibility, make team work more efficient and identifying methods used when dealing with conflicts.
- 5. Strong work ethic** - you must be able to prove that you are willing to go beyond the call of duty for your employer and that you are willing to give 100% commitment to the company and the job.
- 6. Motivation and initiative** - You should give examples during your interview to demonstrate that you are willing to show initiative and can show motivation when left to your own devices.
- 7. Flexibility and adaptable** - You should be able to give examples from previous positions that show your adaptability to situations that can arise and that show you are able to be flexible and not stuck in a rut.
- 8. Analytical skills** - try to give examples showing off your analytical skills backing up claims with evidence from previous work during the interview, employers and recruiters look for ways that you have been able to analyse and clearly identify problems.
- 9. Computer skills** - With today's modern technology focusing on the use of computers excellent computer skills and understanding of various types of software are essential. Try to prove that you are literate in the use of computers and software in your CV or portfolio.
- 10. Organisational skills** - You will have to prove that you are able to organise in a quick and clear manner and show that you are not afraid to take charge of a situation and find a solution. This again can be shown in your CV with examples from previous jobs.