QUALITIES DESIRED IN NEW COLLEGE GRADUATES

Businesses, industries and government agencies typically look for certain qualities in their employees. The following list will give you an idea of what employers are looking for, as well as help you identify personal qualities that you can use in marketing your skills and qualifications during your job search process.

ENERGY, DRIVE, ENTHUSIASM AND INITIATIVE
- Hard-working, disciplined and dependable
- Eager, professional and positive attitude
- Strong self-motivated and high self-esteem
- Confident and assertive, yet diplomatic and flexible
- Sincere and preserves integrity
- Ambitious and take risks
- Uses common sense

LEADERSHIP SKILLS
- Organizational skills and attention to detail
- Accepts and handles responsibilities
- Action-oriented and results-driven
- Loyal to employers
- Customer-focused
- Team-spirited; understands group dynamics
- Always willing to help others
- Mature, poised and personable
- Diversity aware; treats others with respect and dignity

ADAPTS TEXTBOOK KNOWLEDGE TO THE WORKING WORLD
- Quick learner
- Asks questions
- Analytical; independent thinker
- Willing to continue education and growth
- Committed to excellence
- Open-minded, willing to try new things

KNOWLEDGE OF COMPUTERS
- Established word processing, spreadsheet, database and presentation software skills
- Excellent computer literacy

COMMUNICATION SKILLS
- Strong writing skills
- Excellent oral communication skills
- Listens well; compassionate and empathetic
- Excellent problem-solving and analytical skills
- Creative and innovative

ORIENTED TO GROWTH
- Acceptance of an entry-level position; doesn’t view required tasks as “menial”
- Academic excellence in field of study
- Views the organization’s total picture, not just one area of specialization
- Willing to accomplish more than required