



Top Qualities & Skills Employers Seek

414.288.7423 ■ career.services@marquette.edu ■ www.marquette.edu/csc ■ Holthusen Hall, 1st floor

Each year, the professionals from the Career Services Center attend the Trends in Recruiting Conference. We are presented with data from The Collegiate Employment Research Institute of Michigan State University, under its Director, Dr. Phil Gardner. This handout summarizes the key points for students.

Top Qualities & Skills Employers Seek

- **Communication skills:** This includes verbal: being able to communicate with others, including those from different cultures; written: possessing knowledge and use of proper grammar, correct spelling, and general sentence structure; and presentation: skilled at creating and presenting information and ideas to individuals and groups.
- **Leadership skills:** The ability to guide, direct, or influence people.
- **Teamwork skills:** These are effective when the skills create an effective team dynamic. Students must be self-reliant while also being able to work with others.
- **Geographic awareness:** Awareness of space, where countries and cities are located, social and cultural geographic movement, and dominant physical assets of a region are critical to a company's vitality.
- **Global understanding:** The ability to interact with people from all over the world and understand global issues.
- **Technical:** Technical aptitude includes what is required in a position, computer literacy with major software and basic troubleshooting skills.
- **Analytical thinking:** Being able to take time to examine something in great detail in order to understand it better or discover more about it.
- **Strong work ethic:** Taking pride in projects and working hard in order to accomplish a task.
- **Time management skills:** Managing projects, meetings, deadlines, and other responsibilities in a systematic and efficient way.
- **Flexibility/adaptability:** According to the needs of an organization, being able to adjust easily to a new environment or different conditions

What methods are employers using to recruit new talent?

- Employee referrals: Many organizations have incentive programs for current employees who refer new talent. When conducting your internship or job search, be sure to call upon those in your personal network. Friends of family and family of friends make a good start to your networking leads. Be sure and let everyone know what you are seeking.
- The Career Services Center: Working through the career center will help students connect with employers. Interviewing on campus continues to increase. These organizations tend to be bigger and have many positions available.
- Internships: In a market that appears to be competitive, graduates with prior workplace experience will be the first hired. Make a goal to gain career-related skills through internships, co-ops, summer jobs, part-time jobs, leadership, volunteer, and service positions that facilitate career-related skill development.

Strategies for students to connect with employers

- On Campus Recruiting: Active engagement with employers by meeting at career fairs and information nights while also tapping into on campus recruiting events.
- Networking:
 - Develop a target list of organizations that interest you. Contact employer and alumni working at those organizations.
 - Build relationships through alumni networks and events on campus.
 - Be active in your community. Volunteer with an organization, get involved in your faith community, choose something that energizes you while giving you the opportunity to meet others.
 - Consider walking through the door and presenting a resume directly to employers with whom you have interest.
- Use a Variety of Resources Available to You: Online job boards, on campus recruiting, and career fairs fall into one category of the job search: responding to openings. There are two additional ways that people find jobs: through networking and a targeted list of employers. The Career Services Center houses resources and services as well as expert advice for students conducting a job search. Be sure to tap into all of these.

What employers would like students to know:

- Do your research: Don't interview if you haven't done your homework—researching the organization before you interview is critical. Employers are interested in candidates who ask intelligent questions and are able to make intelligent conversation based on what they know about the organization. They are equally unimpressed by candidates who know nothing about the company or the position being offered.
- Be prepared: To score additional points, be sure you're prepared for the interview when you arrive. Using career services, learning how to articulate your skills, and practicing interview techniques beforehand are excellent ways to ready yourself. You can also get high ratings by brushing up on verbal communication skills, arriving on time, dressing appropriately, and conducting yourself in a professional manner.
- Have a focus: Employers recommend that you base your job search on criteria you develop for jobs and companies. Think about what type of position you're seeking and what type of organization you're interested in, and consider your geographic preference and other related issues.
- Bring experience to the table: Rated very highly by employers, relevant work experience can give you the edge over other candidates. Internships and co-ops are excellent experience builders and can help you "sample" different organizations and opportunities which will help you focus on the type of job and work environment you want.