

Interviewing for Jobs & Internships: Qualities Employers Look For

Communication and Interpersonal Skills

According to employers, the ability to communicate effectively with others and get along with a variety of different types of personalities are two of the most desirable qualities in job candidates. Employers want to know if you have the ability to organize your thoughts and ideas effectively. Can you express them clearly when speaking or writing? Can you present your ideas to others persuasively? Can you bring out the best efforts of individuals so they become effective, enthusiastic members of a team? Are you able to successfully contend with stressful situations and handle conflict?

Intelligence

Employers often use GPA as a way of screening out less desirable job candidates. To some, good grades indicate that the applicant is motivated and goal-oriented. Do you have the ability to understand the job assignment? Are you able to learn quickly? Can you contribute original ideas to the work being done?

Enthusiasm

It's not enough just to have the right qualifications; an employer needs to know that you are willing to give 100 percent to your job. Interviewers are impressed by candidates who are alert, responsive and energetic. Do you demonstrate a forcefulness and capacity to make things move ahead? Can you maintain your work effort at an above average rate?

Flexibility

Employers need to know that the people they hire can expand and change as their companies do. Applicants who are receptive to new ideas and concepts are highly valued by employers. Are you capable of changing and being receptive to new situations and ideas? Can you confront and deal with problems that may not have standard solutions?

Leadership

Even in entry-level positions, most employers look for evidence of leadership qualities. Successful companies need self-starters who are not afraid to take responsibility for doing the best job possible. Can you guide and direct others to attain the recognized objectives? Are you someone who recognizes what needs to be done and is willing to do it?

High Energy Level

A job candidate's willingness to work hard matters a great deal. Employers want to know that you are committed to devoting the prime hours of your day to the job. Do you have the capacity to compete with others and the willingness to be measured by your performance in relation to others?

Maturity

This is an illusive quality that employers always mention in connection with first job hires. Maturity essentially means knowing how to handle yourself in a business situation. Misplaced humorous remarks, giggling at inappropriate moments or being indiscreet about company information are tell-tale signs of immaturity. Do you demonstrate a sense of maturity that enables you to deal positively and effectively with situations and people? Can you realistically assess your own capabilities? Do you see yourself as others see you and clearly recognize your strengths and weaknesses?

Skill

Do you possess the positive combination of education and skills required for the position you are seeking? Do you have the ability to identify and work toward specific goals? Do such goals challenge your abilities?