

Qualities an Employer Looks for When Hiring and Promoting

Job Search publications:

- Networking
- Where to Look for Job Opportunities
- 80% of Job Search Success Depends on Research
- Turned Down for That Job?

Publications available in these topic areas:

- Resumes and Applications
- Interviewing
- Job Readiness

You need a job. Somewhere, an employer has the job you want. How do you get that job?



- By marketing your job talents.
- By showing employers you have the skills they need.

Do you have job talents? Yes!

Homemakers, disabled individuals, veterans, students just out of school, people already working — all have skills and experience for many good jobs.

In a full time job you must:

- Have responsibilities (work duties and procedures)
- “Punch a clock” or be at work “on time”
- Work hard all day, 40 hours a week
- Report to a boss, who makes sure you carry-out your responsibilities

To find a job you must:

- Set your own responsibilities (things you must do everyday to get a job)
- Wake up early at a set time to start looking for work
- Look hard for a job, all day, 40 hours a week
- Be your own boss (or appoint a friend to be your “boss”) to make sure you carry-out your job search responsibilities

- Attendance
- Punctuality
- Enthusiasm
- Cooperation
- Maturity
- Accuracy
- Problem-solving Skills
- Organizational Skills
- Interpersonal Skills
- Openness — Shares Experience and Ideas
- Discretion and Loyalty to Employer
— Doesn't Criticize Past or Present Employers
- Versatility — Skilled in More Than One Area
- Conscientious
— Committed to Doing the Best Job Possible
- Considerate and Helpful
- Positive Attitude Toward Work
- Positive Work Record and Evaluations
- Ability to Quickly Grasp and Do the Work Assigned, Requesting Assistance as Needed
- Ability to Get Along with Supervisor, Co-workers and the Public
- Leadership Ability
- Willingness to Accept Responsibility and Extra Work Assignments
- Well-motivated ... Innovative ... Self-starter
- Ability to Plan and Think Ahead
- Ability to Communicate — Listening, Speaking, Writing Skills
- Reading, Writing and Computing Skills necessary to Do the Job
- Willingness to Follow Company Policies and Procedures
- Willingness to Work with Others as a Team



STATE OF WISCONSIN



Department of Workforce Development

The Department of Workforce Development (DWD) is an equal opportunity employer and service provider. DWD does not discriminate on the basis of disability in the provision of services or employment. If you need this printed material interpreted, translated, in a different form, or if you need assistance in using this service, please contact us at 888-258-9966. Deaf, hard of hearing or speech impaired callers may reach us through (866-275-1165) or contact us through the Wisconsin Relay Service number, 711.