



What are employers looking for?

Buzzwords are common place when talking about recruitment, dependable, flexible, transferable skills, are all words that get spoken about, but what are employers actually looking for? This leaflet aims to give you an idea about what employers look for when they recruit someone. This leaflet hopes to expand on many of those commonly used buzz words by explaining what they actually mean in practice.

Buzz word	What does it actually mean?
People Skills	People skills means that you are happy to have conversations with and work with others, this also means people who you may not know very well. This means that you must be able to listen carefully, work in a team of two or more people with a friendly attitude that is caring and diplomatic. There are more specialist skills that might come under the title of people skills, these are skills such as assertiveness, being a motivator, foreign language skills.
Dynamic	This means that if you have to take on new tasks you will be confident to do so. You are happy to solve problems and actually enjoy finding creative solutions to the problems. Being dynamic also means you have energy and enthusiasm . These skills will be obvious to the employer if you are passionate about the job you are applying for, try to use recall to mind times when you have taken on a variety of tasks that has need you to be on your toes.
Self - starter	A self started can use their own initiative to take action without strict guidance or instructions. These qualities mean that you can be trusted to get one with a project with very little guidance. Try and think of a time when you have used your initiative to solve a problem or get on with a project with few instructions. These skills can also be referred to as project management skills.
Team Player	This person can work well with all different types of people. If you can give examples of when you have previously worked in a team, you will be able to convince the company you are applying for that you will fit into the company culture. Further to the example mentioned above, employers will be impressed if you can give an example of when stepped out of your normal job role to help another team achieve a goal. If you're currently in a job that requires you to work by

	yourself try and look for opportunities to work with others to gain valuable team work skills.
Flexible	If a job advert asks for a flexible working it often means working evenings, weekends and staying late at busy times. It may also be referring to your ability to take on different projects at one and be able to switch between them according to what is of highest priority. It may be worth taking time in your interview to ask what kind of flexibility is needed in order to clarify this buzz word.
A good communicator	An employer will be looking for someone who can read, write and speak clearly and accurately. In an interview explain how you have communicated clearly in a variety of settings, for example during a presentation, a debate, during public speaking.
Organisation	This buzz word asks for someone who does not get flustered when they have a desk full of paper work or a list of jobs that seem never ending. An important part of organisation is time management – being able to complete all your tasks within the arrangement timeframe surrounding those tasks. Much of this skill is about being logical and in control.
Analytical research skills	These skills can be explained as the ability to assess a situation or selection of text and understand the situation or text that is in front of you. You need to give an example of when you gathered information and presented your findings to someone, either verbally or perhaps in a written report.

There are a number of personal values that an employer may be looking for. Look for ways to weave these characteristics into your CV, during an interview or on an application form or letter.

Honesty/Integrity/Morality
Dedication/Hard working/Good work ethic/Tenacity
Dependable/ reliable/ responsible
Loyal
Positive attitude/motivated/passionate
Professional
Self confident

The skills and values identified on this page will help you to be effective in whatever workplace you choose to go in to. You can learn, develop and cultivate all of these elements, however some may come more naturally than others. Once you have identified where you strengths and weakness lie you can work on them.

How useful was this information sheet tot you? Let us know your feedback. Please contact Jobsplus@hyde-housing.co.uk

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