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Other job search publications

Networking (DWSJ-9455-P)
Where to Look for Job Opportunities (DWSJ-9467-P)
Want Ad Procedures (DWSJ-9530-P)

Publications on related topics

INTERVIEWING
Keys to Successful Interviewing (DWSJ-6951-P)
Hidden Elements of Interviewing (DWSJ-9484-P)
Informational Interviewing (DWSJ-9407-P)

RESUMES, APPLICATIONS
Personal Data Record (DWSJ-4937-P)
Thoughts on Resumes (DWSJ-4658-P)
Resume Writing—A Basic Guide (DWSJ-9433-P)

Qualities an Employer Looks For When Hiring and Promoting

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

