

WHAT EMPLOYERS WANT

We've talked to heaps of employers to find out what they're looking for in potential employees and here's what they had to say...

Experience

For most jobs, employers prefer to hire someone who has at least some work experience.

Here's how they suggested you get some work experience if you don't already have some:

- · Do work experience in a job or industry you're interested in
- · Take an entry level position in your preferred industry
- · Do some volunteer work
- · Use your network of friends, family and family friends to get some work experience

They are also happy for you to draw on your experience at school, in sports or social clubs or work you have done in the community.

Skills and qualifications

Sometimes employers need and want you to have official qualifications for the type of job you've applied for.

Employers also look for specific skills that you will need to do the job well – you can develop these skills through study, work experience, volunteer work or other activities or events you've been involved in.

Social skills

Employers really value good social and communication skills. They pointed out a few key areas where they're looking for good social skills, including:

- \cdot Teamwork employers need someone who can work well with other people
- · Positive attitude employers want someone who approaches their work with energy and enthusiasm and a 'can do' attitude
- · Communication skills employers are usually looking for someone who is a good, clear talker and maybe also a good writer, depending on the job.

...CONTINUES NEXT PAGE

Employers want someone who approaches their work with energy and enthusiasm and a 'can do' attitude

INTERACTIVE GUIDES

For more information, check out our "What Employers Want" interactive guide at youthcentral.



RELATED TOPICS

For information on related topics check the following presentations at youthcentral.

JOB INTERVIEWS
NEGOTIATING CONDITIONS
KNOW YOUR RIGHTS AT WORK

CONTACT US

youthwebsite@dpcd.vic.gov.au www.youthcentral.vic.gov.au

youthcentral
Office for Youth
GPO Box 2392V
Melbourne 3001





Reliability

Employers want to hire someone dependable who is going to turn up to work on time and work to a reasonable standard.

Employers are also looking for someone loyal – they want you to commit to the job for at least as long as you say you will.

They also want someone who will be responsible for their actions. They need you to deal with problems and not just shift the blame to other people.

Initiative

Initiative is a key thing all employers are looking for. They want you to be proactive – they don't want to have to tell you every little thing that needs to be done, so don't wait to be asked, just get on with it and do what needs to be done.

Employers want you to use your initiative to solve problems, so keep your cool in tricky situations and know how to work towards a solution.

Employers definitely want someone with good planning and organisational skills. They don't want an employee who leaves everything until the last minute, perhaps jeopardising a project. Learn how to share tasks between team members.

And finally, employers are looking for someone keen to learn and practise new things.