



## A PERSONAL EVALUATION OF QUALITIES EMPLOYERS SEEK

Employers seek a variety of qualities in potential employees. This list is intended to provide an overview of those qualities that are generally and universally sought out in candidates. Be aware that the type of position, the needs and expectations of the company, and the occupation itself will influence the specific qualities desired by an employer. Look over the qualities listed below and rate yourself on the degree to which you feel you possess each quality. Employers will probably ask for examples of situations in which you have demonstrated these qualities, so take some time to reflect on how you have developed these qualities.

### LEADERSHIP

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- Consistently helping to organize events and projects
- Playing a dominant role in groups
- Enjoying and being able to get events underway and take on responsibilities
- Having ability to organize for others

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Poor    Average    Good    Excellent

### ABILITY TO COMMUNICATE

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- Demonstrating written and verbal skills by having ready flow of words, appropriate and varied word choice, concise and succinct statement of ideas, relevant responses, easy understanding of ideas presented, ability to cope easily with topics presented
- Possessing skills that enhance and facilitate interaction
- Presenting ideas persuasively to others

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Poor    Average    Good    Excellent

### IMAGINATION AND CREATIVITY

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- Producing and creating, rather than imitating
- Showing initiative and ability to be resourceful
- Finding appropriate ways to effectively confront or deal with problems or situations

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Poor    Average    Good    Excellent

### INTELLIGENCE

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- Applying one's knowledge to new or difficult situations
- Dealing effectively with new or difficult situations
- Displaying skilled use of reasoning and abstract thinking

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Poor    Average    Good    Excellent

## WILLINGNESS TO ACCEPT RESPONSIBILITY

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- Becoming actively involved and engrossed in activities, events or ideas
- Readily taking on responsibility for activities and projects

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Poor    Average    Good    Excellent

## ENERGY LEVEL/ENTHUSIASM

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- Readiness to respond to topics presented
- Participating in activities and events in an eager, enthusiastic manner
- Having zestful, lively interests
- Exhibiting alertness and energy

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Poor    Average    Good    Excellent

## MATURITY

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- Having command and control of situations and personal faculties
- Displaying objectivity and good use of judgment
- Having appearance of calmness, ease, control, and emotional composure
- Showing relative absence of emotional tension
- Having ability to handle conflict and/or rejection

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Poor    Average    Good    Excellent

## ABILITY TO DEFINE GOALS/SENSE OF DIRECTION

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- Having ability to articulate specific personal and professional goals and to develop a strategic plan for goal achievement
- Showing extensive personal career planning
- Having awareness of own strengths and weaknesses
- Having ability to extensively discuss various entry level positions or interest within specific organizations
- Demonstrating relationship between past patterns of achievement and present progress toward future goals

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Poor    Average    Good    Excellent

## COMPETITIVENESS

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- Striving consciously or unconsciously for an object or purpose
- Activity seeking and competing for purposeful achievement
- Willingness to be evaluated based on personal performance

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Poor    Average    Good    Excellent

## SELF-CONFIDENCE

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- Showing self-reliance and confidence in own abilities
- Exhibiting positive attitude
- Expressing satisfaction with personal achievements
- Talking about experiences and activities in a positive manner, emphasizing positive or optimistic aspects
- Speaking optimistically about own skills, ability, and potential

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Poor    Average    Good    Excellent

## PERSONAL PRESENTATION

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- Displaying neat and well-groomed personal appearance
- Paying appropriate attention to care and appearance of clothing, shoes, hygiene
- Having impeccable manners
- Paying attention to posture, both sitting and standing

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Poor    Average    Good    Excellent

