

Skills Employers Want

Most of the skills employers want are either self-management or transferable skills. Of course, specific job related skills remain important, but basic skills form the essential for success on the job.

Top Skills Employers Look For:

1. The Ability to learn new things
2. Basic academic skills in reading, writing, and computation
3. Good Communication skills, including listening and speaking
4. Creative thinking and problem solving
5. Self-esteem, motivation, and goal setting
6. Personal and Career development skills
7. Interpersonal/negotiation skills and teamwork
8. Organizational effectiveness and leadership

Identify Your Skills

Being aware of your skills is important in your job search! Knowing your key skills and having a good skills language will also help you throughout your job search. A solid skills language will help you handle interviews more effectively, and write better resumes, and find job openings that best match your skills.

Information from: Seven -Step Job Search

YES, You do have Skills!

Knowing what you are good at is an essential part of doing well in a job interview, writing a good resume, and other pieces of the job search puzzle. Knowing your skills will also lead you to a job you love!

Employers look for employees with many different types of skills. To be an effective employee you must know your skills and be able to explain them to potential employers.

Most people are not good at recognizing or listing their skills, use this brochure to identify your skills.



Employment Readiness Program
4330 Conway Road
Fort Drum, New York 13602

Phone: 315-772-9611 — 315-772-2737
Fax: 315-772-6965
E-mail: drum.mwracsempread.conus.army.mil



Fort
Drum



Employment Readiness Program

***So, think you don't have
any Job Skills???***

Think again!!!

****Educate *Empower *Employ***

Army Community Service

315-772-9611 or 315-772-2737

Self-Management Skills

Identify Your Self-Management Skills and Personality Traits

- | | |
|--|---|
| <input type="checkbox"/> Have a Good Attendance | <input type="checkbox"/> Am Honest |
| <input type="checkbox"/> Arrive on Time | <input type="checkbox"/> Intuitive |
| <input type="checkbox"/> Follow Instructions | <input type="checkbox"/> Problem-Solving |
| <input type="checkbox"/> Meet Deadlines | <input type="checkbox"/> Am Hardworking |
| <input type="checkbox"/> Get along with Coworkers | <input type="checkbox"/> Coordinating |
| <input type="checkbox"/> Results-Oriented | <input type="checkbox"/> Decisive |
| <input type="checkbox"/> Team Player | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Culturally Tolerant | <input type="checkbox"/> Multitasking |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Discreet |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Ambitious |
| <input type="checkbox"/> Quick-Learning | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Good-Natured | <input type="checkbox"/> Eager |
| <input type="checkbox"/> Persistent | <input type="checkbox"/> Assertive |
| <input type="checkbox"/> Loyal | <input type="checkbox"/> Steady |
| <input type="checkbox"/> Helpful | <input type="checkbox"/> Efficient |
| <input type="checkbox"/> Physically Strong | <input type="checkbox"/> Capable |
| <input type="checkbox"/> Mature | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Humble | <input type="checkbox"/> Energetic |
| <input type="checkbox"/> Practical | <input type="checkbox"/> Cheerful |
| <input type="checkbox"/> Methodical | <input type="checkbox"/> Prod of Work |
| <input type="checkbox"/> Imaginative | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Modest |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Independent |
| <input type="checkbox"/> Expressive | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Well-Organized | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Resourceful | <input type="checkbox"/> Industrious |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Thrifty |
| <input type="checkbox"/> Natural | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Formal |
| <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Informal |
| <input type="checkbox"/> Open-Minded | <input type="checkbox"/> Self-Confident |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Versatile | <input type="checkbox"/> Intelligent |
| <input type="checkbox"/> Sincere | <input type="checkbox"/> Humorous |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Original |

Carefully review the above list and select at least five self-management skills you feel are most important to you, and share these with any potential employers!

Bolded skills are considered essential for job security.

Transferable Skills

Identify Your Transferable Skills (skills needed for jobs that require a large amount of responsibility and higher pay)

- | | |
|--|---|
| <input type="checkbox"/> Meeting Deadlines | <input type="checkbox"/> Solving Problems |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Speaking in Public |
| <input type="checkbox"/> Managing Money | <input type="checkbox"/> Managing People |
| <input type="checkbox"/> Controlling Budgets | <input type="checkbox"/> Supervising Others |
| <input type="checkbox"/> Meeting the Public | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Increasing Sales | <input type="checkbox"/> Writing Well |
| <input type="checkbox"/> Accepting Responsibility | <input type="checkbox"/> Organizing Projects |
| <input type="checkbox"/> Computer and Tech Skills | |

Dealing with Data

- | | |
|---|---|
| <input type="checkbox"/> Analyzing Data | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Paying Attention to Detail | <input type="checkbox"/> Investigating |
| <input type="checkbox"/> Locating Answers or Info. | <input type="checkbox"/> Synthesizing |
| <input type="checkbox"/> Comparing/Recording Facts | <input type="checkbox"/> Auditing Records |
| <input type="checkbox"/> Calculating/Computing | <input type="checkbox"/> Evaluating |
| <input type="checkbox"/> Counting, Compiling | <input type="checkbox"/> Taking Inventory |
| <input type="checkbox"/> Keeping Financial Records | <input type="checkbox"/> Classifying Data |
| <input type="checkbox"/> Researching | <input type="checkbox"/> Budgeting |
| <input type="checkbox"/> Using technology for Data | |

Working with People

- | | |
|--|---|
| <input type="checkbox"/> Administrating | <input type="checkbox"/> Being Sensitive |
| <input type="checkbox"/> Being Tough | <input type="checkbox"/> Being Pleasant |
| <input type="checkbox"/> Helping Others | <input type="checkbox"/> Understanding |
| <input type="checkbox"/> Being Diplomatic | <input type="checkbox"/> Persuading |
| <input type="checkbox"/> Interviewing Others | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Being Tactful | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Counseling People | <input type="checkbox"/> Confronting Others |
| <input type="checkbox"/> Being Outgoing | <input type="checkbox"/> Being Tolerant |
| <input type="checkbox"/> Supervising | <input type="checkbox"/> Socializing |
| <input type="checkbox"/> Trusting | <input type="checkbox"/> Caring for Others |
| <input type="checkbox"/> Having Insight | <input type="checkbox"/> Being Kind |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Negotiating |

Using Words, Ideas

- | | |
|--|---|
| <input type="checkbox"/> Being Articulate | <input type="checkbox"/> Editing |
| <input type="checkbox"/> Corresponding with Others | <input type="checkbox"/> Writing Clearly |
| <input type="checkbox"/> Designing | <input type="checkbox"/> Thinking Logically |
| <input type="checkbox"/> Inventing | <input type="checkbox"/> Researching |
| <input type="checkbox"/> Speaking in Public | <input type="checkbox"/> Being Ingenious |
| <input type="checkbox"/> Communicating verbally | <input type="checkbox"/> Creating new Ideas |
| <input type="checkbox"/> Remembering Information | |

Transferable Skills Continued

Leadership

- | | |
|--|--|
| <input type="checkbox"/> Arranging Social Factions | <input type="checkbox"/> Making Decisions |
| <input type="checkbox"/> Directing Others | <input type="checkbox"/> Getting results |
| <input type="checkbox"/> Motivating People | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Exercising Self-Control | <input type="checkbox"/> Solving Problems |
| <input type="checkbox"/> Being Competitive | <input type="checkbox"/> Delegating |
| <input type="checkbox"/> Explain Things to Others | <input type="checkbox"/> Motivating Yourself |
| <input type="checkbox"/> Mediating Problems | <input type="checkbox"/> Running Meetings |
| <input type="checkbox"/> Negotiating Agreements | <input type="checkbox"/> Taking Risk |

Creative, Artistic

- | | |
|--|---|
| <input type="checkbox"/> Playing Instrument | <input type="checkbox"/> Performing, Acting |
| <input type="checkbox"/> Expressing Yourself | <input type="checkbox"/> Being Artistic |
| <input type="checkbox"/> Appreciating Music | <input type="checkbox"/> Drawing |
| <input type="checkbox"/> Presenting Artistic Ideas | <input type="checkbox"/> Dancing |

Other Transferable Skills

- | |
|--|
| <input type="checkbox"/> Driving or Operating Vehicles |
| <input type="checkbox"/> Assembling or Making Things |
| <input type="checkbox"/> Building, Observing, or Inspecting Things |
| <input type="checkbox"/> Constructing or Repairing Buildings |

Carefully review the above list and select at least five transferable skills you feel are most important to you, and share these with any potential employers!

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