

THE EXPECTATIONS OF EMPLOYERS



20 personal and educational factors in order of importance when selecting school leavers:

- Reliability and trustworthiness
- Punctuality
- Willingness to learn
- Ability to work as a team member
- Enthusiasm
- Clean and tidy appearance
- Ability to work with minimal supervision
- Initiative
- Ability to work with figures
- Ability to write clearly and concisely
- Well organised
- Ability to speak fluently / confidently
- Friendliness
- Some qualifications related to job
- Good honours in academic subjects
- Qualifications in vocational subjects
- Good dress sense
- Some general work experience
- Creativity
- Work experience related to job

INTERVIEWERS' COMPLAINTS

Interviewers complain that many job applicants:

- * *Fail to make adequate preparation for the interview;*
- * *Know little or nothing about the company to which they have applied;*
- * *Appear to be surprised when they are asked even the most predictable questions;*
- * *Make negative statements about themselves;*
- * *Answer questions that were not asked,*
- * *Fail to develop their answers fully;*
- * *Provide irrelevant information;*
- * *Lack face-to-face communication skills.*



Employers consider the following characteristics to be most desirable in potential employees:

adaptable / ambitious / analytical / articulate / capable /
competent / confident / conscientious / creative / decisive /
dedicated / dependable / determined / diligent / efficient /
energetic / enthusiastic / experienced / flexible / goal-oriented /
hardworking / honest / imaginative / independent /
innovative / inventive / knowledgeable / loyal / methodical /
open-minded / organised / painstaking / positive / proficient /
punctual / reliable / resourceful / responsible /
self-motivated / skilled / successful / trustworthy.



Employers are always looking for employees who:

1. Are problem solvers
2. Are profit-orientated
3. Will increase sales
4. Will save time and costs
5. Will eliminate waste
6. Will improve all-round efficiency
7. Can get the best out of staff
8. Will improve organisation
9. Will follow procedures
10. Will get on well with customers or clients



You should find out as much as you can about the company to which you are applying:

1. Its headquarters and locations;
2. The names of its owners, managers, C.E.O. etc.;
3. Its range of products, goods or services;
4. Its stated purposes;
5. Its trading methods;
6. Its attitudes towards its employees
7. Its conditions of employment
8. Who its competitors are;
9. Its current position and future developments;
10. Its attitudes towards its customers.



Try to arrange a preliminary visit to the company's premises to familiarise yourself with size, layout, products, services, procedures, etc.

Many companies provide information or promotional packs containing much of the above information. Usually found on their website.

If you know any of the firm's employees, it would be a good idea to have a chat with them as part of your preparation. But remember canvassing will usually disqualify you.

FROM ADVERTISEMENT TO JOB INTERVIEW

PROCEDURE:

1. Analyse the job advertisement
2. Perform your job match analysis
3. Carry out the company research
4. Compile your CV
5. Write your covering letter or email
6. Prepare for interview
 - (a) anticipate likely questions and prepare your responses
 - (b) learn how to spot the hidden meaning in apparently straightforward questions
 - (c) carry out self-assessment exercises
 - (d) know how to develop a rapport with the interviewer
 - (e) use body language to create a winning impression
 - (f) practice relaxation techniques to deal with preinterview nerves
 - (g) be positive at all times

