SKILLS EMPLOYERS WANT

In a poll taken by the National Association of Colleges and Employers, the top skills most wanted by employers in their new workers included:

1. Communication skills
    - Be able to ask questions; listen well; express yourself clearly and intelligently

2. Honesty/integrity
    - Respect the rights and property of others; be fair in your dealings with coworkers and customers; recognize that company time and property is not your personal time and property

3. Interpersonal skills
    - Respect diversity; be able to handle conflict; be friendly, cooperative and tactful

4. Motivation/initiative
    - Give your best effort; be creative and innovative; be willing to perform extra work when needed

5. Strong work ethic
    - Be punctual and have good attendance; exhibit loyalty to the company; work well without constant supervision

6. Teamwork skills
    - Carry your share of the workload; recognize your personal style and its impact on others; remain open to other team members' comments, suggestions, and constructive criticism

7. Flexibility
    - Adapt to change; be creative and innovative; be willing to "think outside the box"

8. Computer skills
    - Know how to do web-based research and verification; be familiar with word processing, spreadsheets and databases; integrate the computer into your daily activities

9. The following all tied for 9th place:
    - Detail oriented
    - Leadership skills
    - Organizational skills
    - Self-confidence