

WHAT EMPLOYERS WANT IN NEW HIRES

Source: www.jobweb.com

HOSA members looking for a part time job or full-time employment after graduation should prepare well before their search begins. One question to ask yourself is: What are employers looking for?

Employers look for strong communication skills and honesty/integrity when they evaluate potential new hires. Every year for the past five years, employers have placed communications skills at the top of their wish lists. They also prize job candidates who show experience in teamwork, who have interpersonal skills, and who seem motivated and show initiative. And—they want new hires with a strong work ethic.

The problem is, employers say, new graduates come up short on many of these skills.

Employers say new graduates are not adept at speaking or writing. Many lack maturity. Some are ignorant of business etiquette. And many new graduates have unrealistic expectations of the world of work—and a poor grasp of work ethics.

Employers recommend you turn this information to your advantage by getting involved in classes and activities that will teach you these important skills. They suggest that you:

- **Improve your verbal and written communication skills.** HOSA offers you the opportunity to improve these skills through participation in Prepared Speaking, Extemporaneous Writing, and in many other competitive events.
- **Develop your interpersonal and teamwork skills.** You can gain these skills and have fun at the same time by becoming actively involved in a chapter committee. As you plan and implement a program of any kind (Relay For Life, employer appreciation activity, parent-member dinner, etc.) you learn to work with a group of your peers to make something exciting happen.
- **Get some work experience while you're in school.** A growing number of employers look for internship or co-op experience on resumes. However, they also recognize that any relevant work experience is important. If you've spent time in clinical rotations, you've experienced how to get to work on time, dress for the workplace, and conduct yourself in a healthcare environment. HOSA members in skill events often find themselves a mentor to job shadow and learn from. A competitor who spends 40 volunteer hours in a veterinarian's office not only is better prepared for the Veterinary Assisting event, but has also gained valuable work experience.

TOP 20 QUALITIES AND SKILLS EMPLOYERS WANT

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| 1. Communication skills – verbal and written | 11. Detail-Oriented |
| 2. Honesty and integrity | 12. Leadership Skills |
| 3. Teamwork Skills – works well with others | 13. Self-Confidence |
| 4. Interpersonal Skills – relates well to others | 14. Friendly and Outgoing Personality |
| 5. Motivation and initiative | 15. Tactfulness |
| 6. Strong Work Ethic | 16. Well-Mannered and Polite |
| 7. Analytical Skills | 17. GPA – 3.0 or better |
| 8. Flexibility and Adaptability | 18. Creativity |
| 9. Computer Skills | 19. Entrepreneurial Skills and Risk-Taker |
| 10. Organizational Skills | 20. Sense of Humor |

Take advantage of the opportunities that HOSA has to offer and you'll find yourself at the head of the line in the line when you start looking for a job!