DEPARTMENT OF LABOR TOP 7 SKILLS DESIRED BY EMPLOYERS

Teamwork/Cooperation
The ability to work well with a group to complete a task, accomplish a goal, or contribute to a group effort in a variety of roles
Are you willing to pitch in and get the work done?

Initiative/Effort
The ability to be a self-starter, take action to complete work and persevere toward goal attainment
Do you go to work or wait for someone to tell you what needs to be done?

Interpersonal Skills
The ability to understand how an organization is structured, articulate the various groups and functions within that structure and use communication skills appropriate and effectively to build rapport with others in a variety of situations and settings
Can you build strong relationships and relate professionally and respectfully with everyone you work with?

Quality of Work
The ability to produce work that is accurate, thoughtful, and organized to meet or exceed expected standards
Are you willing to consistently do the best job that you can?

Responsibility/Time Management
The ability to arrive on time, attend work regularly, be prepared for daily activities and consistently meet work deadlines and make good use of time
Can you show up on time ready to go to work every day, or do you waste time?

Decision Making
The ability to make reasonable, well informed decisions with the best interest of the business in mind
Are you able to make good decisions based on all the information available?

Respect (Self and others)
The ability to express personal opinions, justify a position, and deal effectively with varying opinions in a respectful, professional and positive way
Can you express your thoughts and ideas in a respectful way?

Information from a survey by Department of Labor through Idaho Career Information System Idaho Career Connect project. Presented at the North Idaho College Fall Workshop Presentation, Department of Labor, Post Falls, Idaho