

Top 20 Skills/Qualities Employers Seek

1. Communication skills 4.6
2. Strong work ethic 4.6
3. Teamwork skills (works well with others) 4.5
4. Initiative 4.4
5. Interpersonal skills (relates well to others) 4.4
6. Problem-solving skills 4.4
7. Analytical skills 4.3
8. Flexibility/adaptability 4.2
9. Computer skills 4.1
10. Technical skills 4.1
11. Detail-oriented 4.0
12. Organizational skills 4.0
13. Leadership skills 3.9
14. Self-confidence 3.9
15. Friendly/outgoing personality 3.8
16. Tactfulness 3.8
17. Creativity 3.6
18. Strategic planning skills 3.3
19. Entrepreneurial skills/risk-taker 3.2
20. Sense of humor 3.1

WHAT EMPLOYERS SAY NEW GRADUATES LACK

1) Communication skills

- writing skills
- face-to-face skills
- interview skills
- presentation skills
- phone skills
- overall interpersonal skills

2) Workplace skills

- a good work ethic
- analytical and problem-solving skills
- business acumen
- initiative
- specific computer skills, flexibility
- professionalism
- independence
- patience
- willingness to work long hours to get the job done

3) Experience

(5-point scale, where 1=not important; 2=not very important; 3=somewhat important; 4=very important; and 5=extremely important)