

## **UNDERSTANDING WHAT EMPLOYERS ARE LOOKING FOR**

When trying to find a job, understanding what employers are looking for is important. This will help you when applying for a job, in an interview and when actually working. Over the course of the programme you should be thinking of how you can show and prove you have qualities that employers want.

### **Being reliable means:**

- Having good attendance
- Being punctual
- Taking responsibility
- Not waiting to be told what to do
- Always having a good standard of work
- Always letting someone know if you can't make it

### **Being hard-working means:**

- Being focused
- Being motivated
- Paying attention to detail
- Achieving goals and targets
- Always making your best effort
- Always willing to take on a challenge

### **Being a good communicator means:**

- Having good writing skills
- Being a good listener
- Being able to give constructive feedback
- Speaking confidently with others
- Reading effectively to get information
- Expressing your view to others

### **Being a team player means:**

- Being patient towards others
- Sharing information and ideas
- Motivating others in your team
- Helping others to achieve goals
- Being confident in a team setting
- Being accepting of different people