Top 10 Competencies Employers Seek in Job Candidates*  
(And How To Recognize/Get Them)
Work Experience
Hands-on, practical experience in field of study with particular emphasis on global knowledge, commercial awareness, and community involvement.

- **Student Employment** – Career Services program. Offers part-time employment to students with job postings for On-campus Student Assistants, Financial Aid College Work Study awardees, Summer Employment opportunities and off-campus positions. Contact 577-3390 or visit www.careerservices.wayne.edu.

- **Internship** (sometimes called Field Study) – Are generally one-semester work experiences related to a student’s major and offered through the academic department. Students usually receive academic credit. The assignment may be paid or unpaid.

- **Cooperative Education** (Co-op) – Academic/business strategy that combines on-campus study with practical, paid work experience. Students enrolled in cooperative education programs alternate between periods of study in school and periods of employment in business, government or non-profit organizations. Both types of learning experiences are planned and supervised to contribute to students’ education and employability.

- **Volunteer** – Volunteer positions, by definition, are not paid. They can be internships through education curricula, posted by the hiring organization or initiated by the candidate. Many fields of study do not historically pay for these learning positions, but volunteering students can still obtain valuable experience and industry exposure.

- **“Tweeners”** – All work experiences help you to build skills. If you can’t get the job you want now, get a job that will help you and allow you to develop the skills you will need in the future.

Motivation/Initiative
Self-motivated with a positive attitude and performs with energy/passion; ability to work with little or no supervision.
- Self Assessment, Goal Setting and Action Planning
- **Free** Career Planning Courses
  - Design Your Future (UCS 0991) and Launch Your Career (UCS 0992)
- Take on additional responsibilities
- Strive for diversity in your college, work and life experiences
- Develop/demonstrate self-confidence

Leadership Abilities
Ability to take charge, inspire, motivate, and manage others toward a specific goal.
- Find your passion and get involved!
- Student Organizations (Dean of Students, 577-1010, www.doso.wayne.edu)
- Create your own interest group
- Volunteer in your community
- Class/group projects

5 Hot Personal Characteristics Of The Competitive Candidate

**Professionalism** - Acts fairly and responsible in all personal and work activities; welcomes and acts upon constructive feedback; possesses self-awareness of personal strengths/unique identity; and demonstrates self-confidence/self-management in developing/working a career plan toward personal goals.

**Ethics/Honesty** - Possesses high level of personal integrity; demonstrates ethical judgment in connecting choices and actions to consequences; behaves morally according to the standards of proper conduct.

**Dedication/Tenacity** - Hard-working; demonstrates strong work ethic with clear enjoyment of the job; strong sense of diligence/determination to sort and solve problems to get the job done right.

**Flexibility/Adaptability** - Adjusts easily to new situations/conditions; open to new ideas/concepts; able to work within a team and independently to complete multiple tasks and projects.

**Dependability/Reliability** - Timely and consistent attendance at work; demonstrates loyalty to the job/organization; accepts responsibility for actions.

*Source: National Association of Colleges and Employers Job Outlook surveys 2000-2013 (http://www.naceweb.org)*

Additional References
