

# WHAT EMPLOYERS SEEK IN COLLEGE GRADUATES

Experts who study trends in hiring, find that most employers, regardless of size or industry, look for the same basic skills when hiring. They include:

- **Critical thinking:** Seeing the big picture and being analytical; comprehending what you read.
- **Communication:** Getting your point across effectively when writing and speaking.
- **Visionary qualities:** Brainstorming, looking to the future, setting goals.
- **Self-motivation:** Showing a willingness to take the initiative.
- **Proficiency with information:** Being inquisitive, curious, and resourceful; knowing how to conduct research.
- **Globally-minded:** Understanding and showing an interest in other cultures and getting along with diverse groups of people.
- **Teamwork:** Working well with others to achieve common goals.

Excerpted from: *The Skills You Have and the Skills They Want*;  
<http://campus.monster.com>

## Career Services

Mund College Center  
Lebanon Valley College  
Annville, PA 17003  
Phone: 717-867-6560  
Fax: 717-867-6163  
[www.lvc.edu/career](http://www.lvc.edu/career)

## Lebanon Valley College Career Services

### *Employer Research and Questions to Ask*

---

## Job Interviews



[www.lvc.edu/career](http://www.lvc.edu/career)

## Make An Impression

Employers are impressed when candidates do their homework . So, learn as much as you can about the organization prior to the interview. Check out web pages and other computer databases to assist you in your search. Speak with a current employee if possible.. Your research should enable you to ask intelligent questions in the interview, emphasize how you can be an asset to the organization, and to answer the question of why you want to work there.

### WHAT TYPES OF QUESTIONS SHOULD BE ASKED?

Be prepared to ask questions in the interview that might help you know more about the organization, its personnel, and its environment. Asking good questions makes an impression and demonstrates your interest in the company, its people, services, and/or products.

### CONSIDER ASKING SOME OF THESE QUESTIONS

- In what ways are employees encouraged to express their ideas and concerns?
- What types of training programs exist for employees? Orientation for new employees?
- What are the specifications for this position? Are there any aspects of the job you'd like to see improved?
- How often are performance reviews given?
- What are the long range goals of the organization? This department?
- What employee benefits are offered?
- What would be my primary responsibilities? What are the key challenges and/or problems the person in this position faces?
- What special projects might I be assigned to?
- To whom would I report?
- Will you describe a typical work day?
- What do you like best about working in this organization?
- How do personnel relate to one another?
- What level of enthusiasm characterizes the employees for their work? For the organization?
- Describe your facilities.

### ADDITIONAL TIPS

Don't ask about salary during the first interview. It is better to let the employer disclose the salary range for the position first.

Before leaving the interview, be sure you know the next step.

- When will they contact you?
- How will they do that? Telephone? Correspondence?
- Do you need to supply additional information?

### Career Services

Mund College Center  
Lebanon Valley College  
Annville, PA 17003  
Phone: 717-867-6560  
Fax: 717-867-6163  
[www.lvc.edu/career](http://www.lvc.edu/career)