

C 305: Soft Skills Management

CHAPTER 4: Expectation of Recruiters

Employers Expectations

The perennial Q for an employee is -

- *What Employers Want'?*
- *What really are the Employers Expectations?*
- *How to become that perfect employee?*

So what in essence makes a good employee; a rather vague answer would be -

- Be on time – always.
- Follow directions & instructions.
- Don't text or talk on your cell phone when you're working.
- Maintain a positive attitude at all times.
- Treat your supervisor and co-workers with respect.
- Take job responsibilities seriously.
- Avoid the "that's not my job!" mentality.

1. Employers want employees who demonstrate dependability. Certain core expectations are required for all jobs, but dependability is probably at the top of the list. Employees show dependability by taking personal ownership of all aspects of their job, including being on time, dressing and working in a professional manner, and demonstrating a high level of commitment. Managers like dependable employees because they set and maintain clear expectations.

2. Employers want employees who are self-motivated. While the role of every manager is to motivate their employees, they appreciate and seek ones that create their own motivation. It makes a huge difference to have an employee that has an inner drive to organize their work versus one who needs constant guidance to perform day to day activities. Employers look for employees that have a level of self-motivation that will not require a high level of "hand-holding," as well as the ability to tackle the expected obstacles that arise in day to day business.

3. Employers want employees who provide a positive representation of their brand. Employers seek individuals that will enhance their organization and their brand. They want to recruit people who are trustworthy, have solid reputations – inside and outside of work – and have a good work ethic. Great employees have a strong sense of what is appropriate in the workplace and outside, and they know how to balance the two.

4. Employers want employees who rise to the occasion. A good employee gets the job done. A great employee gets the job done in spite of everything – including when priorities and schedules shift. They are self-motivated and can problem solve and think on their feet.

5. Employers want employees who are team players. No one can achieve "greatness" in an organization completely alone, and remarkable employees know this to be true. They are the consummate team player who can highlight their own successes, as well as praise others for theirs. These employees recognize that success is better achieved through team work, always.

6. Employers want employees with a positive attitude. Great employees maintain a positive attitude, even during difficult situations. They tackle projects, both big and small, in a straightforward manner. If they have a sensitive issue to discuss, they do so in private. They promote a team spirit and good morale, and they are a pleasure to work with and be around.

Some of the other traits are:

Team Player: Nowadays almost every position in any company requires you to work in a team. Working in a team requires patience, co-operation, and the ability to maintain a balance between individual and team tasks.

Decision Making and Problem Solving abilities: Companies look for employees who can make quick and informed decisions and have a problem solving attitude. People who always come up with possible hurdles rather than solutions are not favored by recruiters.

Organize and Prioritize Work: In an organization, your role may involve multi-tasking or performing tasks of varying nature. In such scenarios, you will be required to have the ability to organize and prioritize your work. A company would not favor someone who spends the day finishing the least important task.

Good Communication Skills: Goes without saying, that you need to have good communication skills. With the world turning to a global village, any role in a company involves communicating with a variety of people. Your interaction may be limited to two people every day or twenty people in a day, but you are representing the company and hence you will need to have good communication skills. Communication with people within the organization is equally important and is another important component of functioning properly in a team.

Obtain and Process Information: Another important quality recruiters look for in job

applicants is their ability to obtain and process information. As an employee you won't always be spoon-fed information and the company or organization where you work will require you to obtain information related to your area of work and process it accordingly to the maximum benefit of your employers.

<https://www.cv-library.co.uk/career-advice/interviews/8-things-never-say-recruiter/>

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<https://www.talentlyft.com/en/blog/article/73/how-do-recruiters-find-the-right-job-candidates>

A few websites to visit for Job postings and getting yourself prepared for your job.

1. LinkedIn
2. Indeed
3. Seek
4. Naukri
5. Monster