What Employers Are Looking For!

In addition to a college or university education, leading employers are looking for highly motivated individuals who consistently act in a professional manner and display the skills listed below. At Columbia College, our management and faculty are encouraged whenever possible to create learning experiences in and out of the classroom that assist students to develop these skills.

Success Orientation and Customer Satisfaction

The understanding that the individual and organization they work for do not succeed in the long run until those to whom they provide services or products to are successful. The desire to understand the changing needs of internal and external customers and a commitment to satisfy those needs through the provision of high quality products and/or services.

Personal and Career Development

The awareness of the skills needed to perform well in the workplace and the commitment to continually aquire new knowledge and skills. The ability to balance work with personal, spiritual, community, and family needs.

Creative Thinking and Continuous Improvement

The ability to analyze a situation and come up with innovative or creative solutions. Further, the realization that an organization must find ways to continuously improve its products and/or services or face going out of operation.

Planning, Organizing, and Goal Setting

The ability to design and organize one's work in an efficient manner and the ability to develop plans to complete assigned duties and responsibilities within a set period of time.

Self-Esteem and Leadership

The sense of pride in one's self and belief in one's potential to be successful. Also, the ability to assume responsibility for a situation and motivate others in a positive manner to achieve greater results.

Attitude and Approach to Work

The ability to maintain a positive attitude, energy and drive, and present oneself in a well-groomed and properly dressed manner. As well as being highly moral, ethical, and honest with proper work habits.

Problem Solving, Negotiation and Decision Making

The ability to assess a situation by finding the root cause of the problem and make a mutually agreeable decision to move forward that creates a win-win solution.

Interpersonal Skills and Teamwork

The ability to effectively get along with customers, suppliers, and co-workers by demonstrating co-operation, courtesy, consideration, and respect to others regardless of race or cultural background.

Listening and Communicating

The ability to listen to and understand the key points made by others and the ability to provide clear statements or messages that others understand.

Organizational Effectiveness

Contributing to the values, mission, beliefs, goals, and quality outcomes that make up the culture of an effective organization.

*Adapted from Workplace Basics, The Essential Skills Employers Want - Jossey Bass, 1990