

Most Valuable Job Skills

MESA COMMUNITY COLLEGE • CAREER AND RE-ENTRY SERVICES

In the annual job skills survey of over 1,000 employers conducted by the National Association of Colleges and Employers (NACE), communication skills continually top the list of most valuable skills employers seek in new employees. However, it is also the quality found most lacking in recent college graduates. *Source: <http://www.naceweb.org/press/display.asp?year=2007&prid=270>*

Most Valuable Qualities/Skills for a Job Candidate	
Quality/Skill	Rating
Communication skills	4.6
Strong work ethic	4.6
Teamwork skills	4.5
Initiative	4.4
Interpersonal skills	4.4
Problem-solving skills	4.4
Analytical skills	4.3
Flexibility/adaptability	4.2
Computer skills	4.1
Technical skills	4.1
Detail-oriented	4.0
Organizational skills	4.0

(5-point-scale where 1=not important; 2=not very important; 3=somewhat important; 4=very important; and 5=extremely important)

*Description of Valuable Job Skills below.

Description of Valuable Job Skills

Communication Skills: Demonstrate proficiency in both verbal and written communication skills (resume/cover letter, interview, thank you letter, etc.).

Strong Work Ethic: Being professional, diligent and caring about your work and the people you work with. Examples: Completing your work on time, not wasting the time of your colleagues, sending professional emails without typos, offering your help to others when they require it, etc.

Teamwork Skills: Effectively cooperate with others in the performance of job assignments.

Initiative: Taking responsibility for beginning or originating a project, new ideas or methods and the ability to think and act without being urged.

Interpersonal Skills: Ability to relate to others successfully to accomplish goals and tasks of the job.

Problem-Solving Skills: Identify problems and review related information to develop and evaluate options and implement solutions.

Analytical Skills: Ability to visualize, articulate, and solve complex problems and concepts, and make decisions that make sense based on available information.

Flexibility/Adaptability: Ability to adjust to your circumstances and 'go with the flow' of chance as necessary.

Computer Skills: Demonstrate proficiency in computer software necessary to completing your job tasks.

Technical Skills: Demonstrated knowledge of and proficiency in the "tools" of your trade. While mostly thought of as Information Technology related, mechanical, electrical or craft skills can also be considered technical skills.

Detail-Oriented: Ability to notice and pay attention to the small details.

Organizational Skills: Demonstrated ability to utilize skills and techniques to make you more productive and efficient in completing work tasks.