

WHAT DO EMPLOYERS EXPECT OF ME AS AN INTERN?

Employers expect me to:

- ◆ Come to work everyday...on time.
- ◆ Make smart decisions.
- ◆ Follow directions.
- ◆ Concentrate on my work and care about the quality of my work.
- ◆ Read, write, and calculate well.
- ◆ Recognize problems and find solutions.
- ◆ Finish a job when I'm supposed to without sacrificing quality.
- ◆ Be honest and dependable.
- ◆ Take the lead and work hard.
- ◆ Communicate well and get along with other people, especially customers.
- ◆ Dress properly and practice good grooming.
- ◆ Be cooperative
- ◆ Have a positive attitude.

Skills for Success in the 21st Century:

What skills are employers looking for?

1. THE ABILITY TO LEARN

With technology changing so rapidly, more than ever, employers are searching for employees who can acquire, process, and apply new information.

2. THE BASICS: STRONG READING, WRITING, AND MATH SKILLS

Companies are increasingly demanding that their new employees have these skills.

3. GOOD COMMUNICATION SKILLS – ESPECIALLY LISTENING AND SPEAKING SKILLS

Good communications skills are the single most important factor in workplace success after having an understanding of one's job.

4. GOOD INTERPERSONAL COMMUNICATION SKILLS – ESPECIALLY A GOOD ATTITUDE

A good attitude about one's job and motivation to take initiative on important issues and ideas are key to being successful in any job.

5. CREATIVE THINKING AND PROBLEM-SOLVING SKILLS

People who can recognize and define problems, come up with new approaches and solutions and put them into action help a company stay competitive. This is a very important skill employers are looking for in this tight economy.