

# Top Skills and Qualities Employers Seek in Job Candidates

<https://www.indeed.com/career-advice/resumes-cover-letters/skills-employers-look-for>

Here are 11 of the most sought-after employability skills that hiring managers search for in candidates:

1. Communication skills
2. Leadership skills
3. Teamwork skills
4. Interpersonal skills
5. Learning/adaptability skills
6. Self-management skills
7. Organizational skills
8. Computer skills
9. Problem-solving skills
10. Open-mindedness
11. Strong work ethic

Online 9.10.21, Indeed.com

# TYPICAL INTERVIEW QUESTION CATEGORIES

**Note:** A very important question that may not be asked directly is: Why do you want to work for our company/business/ministry/school district? You need to know why and express it clearly.

## **Educational / Personal Background**

- Why did you choose your major?
- Tell me about yourself.

## **Work Experience**

- What did/do you like about a past/current job?
- How does your background relate to this position?

## **Leadership**

- Tell me about a leadership experience that you have had.
- Give me an example from a previous job where you've shown initiative.

## **Business / Technical**

- What is your experience with... (a particular software, program or app.)?
- What do you know about our organization?

## **Interpersonal Skills**

- How would a former supervisor describe you?
- How do you resolve conflicts? Tell me about a time that you had a conflict with a coworker or supervisor?

## **Planning / Organizing**

- Tell me about a project you have done and how you went about doing it?
- What do you do when you have multiple tasks to accomplish by a deadline?

## **Judgment / Problem Solving**

- Describe a major problem you have encountered and how you dealt with it.
- Give me an example of a time you had to make an important decision. How did you make the decision?

## **Teamwork / Collaboration**

- Tell me about a group project that you have been involved with. What was your role?
- Do you prefer to work by yourself or with others? Why?

## **Future**

- Where do you see yourself in 5 / 10 years?
- Do you plan to continue your education?

## **Strengths / Weaknesses**

- Why should I hire you? - (Tell them about your skills and experience that fit the position)
- Tell me about your strengths / weaknesses.