

TOP 10 SKILLS EMPLOYERS ARE LOOKING FOR

1. **Communication and Interpersonal Skills** – ability to communicate effectively both verbally and in writing; ability to relate to and get along with others.
2. **Teamwork and Leadership** – ability to work on teams, get along with a variety of individuals, and lead by example.
3. **Problem Solving** – looking at the big picture, recognizing the issue, and solving the problem.
4. **Strong Work Ethic** – being passionate about your work, being engaged, having strong mental and physical resilience.
5. **Flexibility** – ability to deal with change and shifting goals and strategies.
6. **Analytical Abilities and Decision Making Skills** – ability to think logically about a situation, gather and evaluate pertinent information, determine the challenges and opportunities, and recommend solutions or make decisions.
7. **Initiative** – don't wait for someone to tell you what to do, just get in there and do what needs to be done. Self motivation and drive are important skills.
8. **Organization, Planning and Prioritization** – keeping on top of your work in an orderly manner; understanding the difference between important and critical. "Plan the work and work the plan."
9. **Innovation** – ability to find creative and unique solutions to challenges and problems; thinking outside the box.
10. **Customer Focus and Service Orientation** – ability to understand who your clients are and how you can best serve them.

WEBSITES

- The 50 Best Employers in Canada for 2008 (as compiled by Hewitt Associates)
http://was7.hewitt.com/bestemployers/canada/the_list_2008.htm
- MLA: Planning a Career after Graduate School
http://www.mla.org/job_planning
- The Canada Job Bank: Links to thousands of job postings and many other government and private job posting sites for all of Canada.
http://www.jobbank.gc.ca/Intro_en.aspx
- University Affairs: A Canadian source for academic and non-academic careers in higher education.
http://oraweb.aucc.ca/ua_e.html
- The Chronicle of Higher Education: A great resource for non-academic career possibilities.
<http://chronicle.com/jobs/news/2001/04/2001040604c/careers.html>

BOOK

“So What Are You Going To Do with That” – *Finding Careers Outside Academia* (Rev. Ed). By Susan Basalla and Maggie Debelius (2007).

7 TIPS TO JUMPSTART YOUR JOB SEARCH AFTER GRAD SCHOOL

As graduation nears, now is the right time to start looking for a job or even possibly an internship. To ensure that your transition from graduate student to full-time employee is a smooth one, apply the following seven tips to your search strategy.

1. **Visit career services.** Universities offer a number of resources to help students search for jobs and internships as well as assist them with their résumés and cover letters.
2. **Build a network.** Though graduate life can be demanding, it’s important to make time for networking. Social clubs, career-related organizations, academic conferences, and job fairs can help you connect with prospective employers. Networking at every opportunity will link you to individuals who can help you in your job search.
3. **Consider an internship.** Internships give you more than just on-the-job training; they often lead to a permanent position. Even if you don’t receive a job offer at your company, the experience will help your résumé stand apart from that of other applicants.
4. **Be flexible.** Don’t limit yourself in your job search. You could miss out on a great opportunity if you focus too much on a specific job title or company. Make sure you keep your options open so you can see the full value of what each job opportunity offers.
5. **Practice interviewing.** Interviews can be stressful, so practice your interview skills to gain confidence. Practicing interviewing equips you with what to expect and how to act in a professional setting.
6. **Prepare for interviews.** Once you receive an invitation for an interview, make sure you research the company and its industry. Then dress suitably for the interview to convey the appropriate message. Being prepared makes a great first impression.
7. **Show your personality.** During the interview, let the interviewer see a *little bit* of your personality. Letting prospective employers see a little bit of who you are differentiates you from other candidates. But, make sure you stay focused and professional during your interview. Be sure to highlight your credentials and qualifications above anything else.