

Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in the development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious? In what ways?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?
19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of team/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?

Qualities Desired in New College Graduates

By Businesses, Industries and Government Agencies

Energy, Drive, Enthusiasm and Initiative

Hard-working, disciplined and dependable
 Eager, professional and positive attitude
 Strong self-motivation and high self-esteem
 Confident and assertive, yet diplomatic and flexible
 Sincere and preserves integrity
 Ambitious and takes risks
 Uses common sense

Adapts Textbook Learning to the Working World

Quick learner
 Asks questions
 Analytical; independent thinker
 Willing to continue education and growth

Committed to excellence
 Open-minded, willing to try new things

Knowledge of Computers

Established word processing, spreadsheet, database and presentation software skills
 Excellent computer literacy

Communications Skills

Good writing skills
 Excellent oral communication skills
 Listens well; compassionate and empathetic
 Excellent problem-solving and analytical skills
 Creative and innovative

Leadership Skills

Organizational skills and attention to detail
 Accepts and handles responsibilities

Action-oriented and results-driven
 Loyal to employers
 Customer-focused
 Team-spirited; understands group dynamics
 Always willing to help others
 Mature, poised and personable
 Diversity aware; treats others with respect and dignity

Oriented to Growth

Acceptance of an entry-level position; doesn't view required tasks as "menial"
 Academic excellence in field of study
 Views the organization's total picture, not just one area of specialization
 Willing to accomplish more than required

Source: Recruiting Trends by L. Patrick Scheetz, Ph.D., Collegiate Employment Research Institute. ©Michigan State University.