

the top ten guide

what top employers are looking for

All employers will have specific skills and requirements for their organisations and roles. However having worked with a range of employers over the past ten years, we have found the following to be the key areas of focus for most recruiters. The following provides some suggestions about how you might demonstrate these areas either on your CV or in an interview.

the Employer definition

how you can show this

- | | |
|---|--|
| <p>1 Team working – the candidate enjoys being part of a team, contributes practically to the success of the group as a whole, can play a variety of roles and does not always have to be the leader.</p> | <p>Examples of team sports or other group activities. Variety of roles within group projects.</p> |
| <p>2 Flexibility / Resilience – the candidate can respond to changes in the workplace, taking appropriate steps as necessary. Is not uncomfortable with change, seeing it as an opportunity rather than a threat.</p> | <p>Living / working abroad. Examples of major changes in life – moving school, moving location, changing course, career direction. Working with people of different backgrounds.</p> |
| <p>3 Self-awareness / Development focus – the candidate understands fully their own skills and weaknesses alongside their own work and personal values.</p> | <p>Can answer the question ‘what is your biggest weakness’ without resorting to the answer ‘I’m a perfectionist.’</p> |
| <p>4 Commercial awareness – the candidate demonstrates an awareness of the wider business world, understands the impact that changes in the economy may have on business and can understand how their individual contribution could impact the company as a whole.</p> | <p>Relevant work experience. CV / interview questions demonstrate knowledge of industry.</p> |
| <p>5 Communication skills – the candidate expresses thoughts, ideas and feelings effectively both orally and in writing. Demonstrates an awareness of the need to vary style and tone depending on the audience.</p> | <p>CV is well written with no basic spelling or grammar errors. Can hold a conversation which is not filled with ‘ums’ and ‘ahs’. Can provide examples of different types of communication e.g. experience of formal presentations</p> |
| <p>6 Motivation and enthusiasm – the candidate shows energy and drive in approach to life and appears focused on achieving goals.</p> | <p>CV shows a variety of activities. Can provide examples of working hard to achieve a goal or target.</p> |
| <p>7 Interpersonal skills – the candidate can work with a wide range of people, varying style and approach as necessary, using a variety of approaches to get the job done.</p> | <p>Involved with a range of groups / activities. Demonstrates interest in people. Builds rapport at interview.</p> |

the Employer definition

how you can show this

- | | |
|---|---|
| 8 Initiative – the candidate can see what needs to be done and gets on and does it. Does not operate within the narrow confines of a job description | Evidence of making things happen on CV. Can provide examples of coming up with solutions or generating ideas to resolve issues. |
| 9 Problem solving / Decision making – the candidate identifies a range of solutions to problems and provides thoughtful evaluation of the right option to take. Makes the best decision based on the information available and does not postpone decisions indefinitely while waiting for new information. | Can provide examples of decisions made and the process for making this decision. Evidence of dealing with problems. |
| 10 Networking skills – the candidate is comfortable in building rapport with new people and understands the importance of relationships in business. | Currently has own network at university, member of variety of clubs and societies. Can provide examples of working through others to get things done. |

Moloney Search specialises in headhunting high calibre graduates. We give our clients competitive advantage in the graduate marketplace through our expert advice and our ability to source top candidates. Continuous development of our networks and knowledge is fundamental to our business and we play an active role in leading industry bodies, including the Association of Graduate Recruiters.

Moloney Search

4 Kensington Cloisters
5 Kensington Church Street
London
W8 4LD

+44 (0) 20 7368 5160

graduate@moloneysearch.com

facsimile +44 (0) 20 7368 5150