

RCC Career Services presents



# Interpersonal Skills Employers Seek

# What are interpersonal skills?

- Interpersonal skills refer to the way you relate to and interact with others
- Vast majorities of employers say they are looking for employees with interpersonal skills
- A smaller number of employers say interpersonal skills are even more important than technical skills (technical skills mean you know how to perform the functions for a particular job)

So, let's look at the top interpersonal skills employers want.

# Dependability

- Be on time
- Be available
- Deliver quality results
- Meet deadlines
- Be a team player
- Stay focused



These attributes show respect for the leadership of your organization and for your coworkers.

# Presentation and communication skills

- Remember those presentations you had to do in your classes?
- Most jobs will require you to present something to somebody at some point.
- You may present to:
  - Coworkers
  - Management
  - Customers



The best way to get better at presenting and communicating is practice.  
Find opportunities to get outside your comfort zone.

# Problem-solving

- Think critically
  - observation, analysis, interpretation, reflection, evaluation, inference, explanation, and decision making
- Overcome challenges
- Be resourceful
- Face obstacles



# Coach

Once you've learned the ropes, employers want you to help others do the same. Whether it's brand new employees joining your department or someone who has been with the company for a long time and is struggling in some area, employers are looking for you to step in and help.





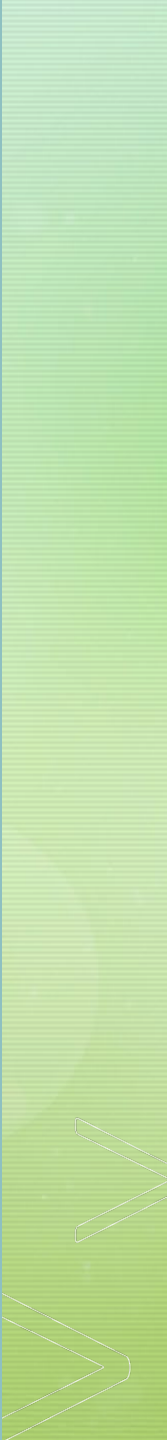
# Fitting In



- Every company or organization has its own personality
- Employers are looking for employees who will fit in with their organizational values
- Organizational cultures can vary widely, so determining whether you will fit into a particular organization's culture will take some research and being honest and open during your interview process



# Confident and open

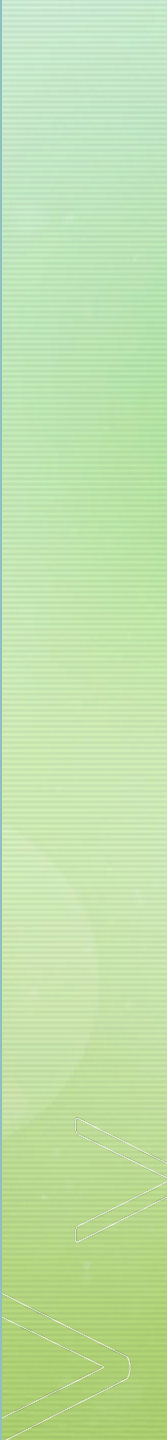
- Being confident in your ideas but still open to feedback requires balance, but if you can develop this quality you can be very influential in your workplace
  - Share ideas
  - Respectfully challenge ideas
  - Engage in productive dialogue
  - Always be open to other points of view
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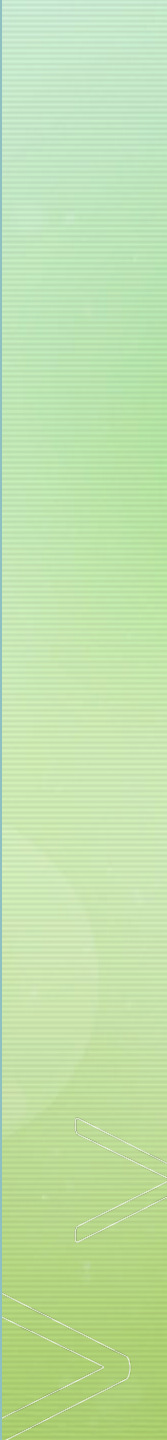
# Flexibility

Change is the only constant. When deadlines change or the whole focus of a project changes, employers want employees who can adapt quickly and still remained focused on completing tasks. The ability to prioritize when things change is a key to being successfully flexible.





# Social/Personal Skills

- Unflappable
  - Relate to all types of people
  - Manage conflict
  - Easy-going
  - Optimistic
  - Empathetic
  - Choose battles wisely
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# References

- **The 10 Unique Soft Skills Employers Desire in New Hires, entrepreneur.com, <https://www.entrepreneur.com/article/234864#>**
- **Top 10 Soft Skills in Demand, livecareer.com, <https://www.livecareer.com/career-tips/career-advice/soft-skills-in-demand>**