## WHAT COMPANIES LOOK FOR AND AVOID

The following is a compilation of traits or characteristics that many companies look for, or avoid. Which ones describe you? Are they strengths or weaknesses? Use those that are strengths to your advantage, and take whatever steps are necessary to improve upon your weaknesses.

## **COMPANIES LOOK FOR:**

People who set personal and professional goals

People who seek opportunity vs. security

People who generate enthusiasm

Honesty, sincerity, believability

Assertiveness Maturity, emotional independence

**Optimism Persistence** 

Strong listening skills

People who learn from their mistakes

People who admit and accept limitations

People who express thoughts clearly and concisely.

## **COMPANIES AVOID:**

Poor personal appearance

Lack of confidence and poise

Evasiveness

People who are unrealistic

People who ask poor or no questions

People interested in best dollar offer only Inflexibility

Unwillingness to relocate or travel

People who are indifferent

People who show lack of preparation

People who ramble

People who show a lack of career direction or planning - no goals

People who display a lack of knowledge in area of career interest

People who are over-aggressive, conceited, cocky.