

What do recruiters look for? No matter the industry, function or title recruiters typically are looking for the same traits in candidates.

Skill	Possible Assessment Criteria
Teamwork	<ul style="list-style-type: none"> ▪ Builds team spirit and motivates team. ▪ Carefully balances interests of the team and personal interests. ▪ Ability to compromise in order to reach agreement to benefit the goal of the group. ▪ Willing and able to work with others toward a common goal. ▪ Pitches in to help the group. ▪ Respects team members' personal situations and conflicts.
Ethics	<ul style="list-style-type: none"> ▪ Honors commitments. ▪ Ability to keep information confidential. ▪ Carries out tasks and responsibilities in an ethical and honest manner. ▪ Knows when to be discreet.
Leadership and Influence	<ul style="list-style-type: none"> ▪ Commands respect and attention. ▪ Influences the opinions, attitudes and actions of others. ▪ Inspires others to achieve greater performance. ▪ Motivates and influences others to achieve a common goal. ▪ Understands the task at hand and ensures that everyone is "on the same page".
Change Management	<ul style="list-style-type: none"> ▪ Can shift priorities. ▪ Adapts well to ambiguity and stress. ▪ Copes with unforeseen circumstances. ▪ Responds to suggestions and comments from others.
Communication Skills	<ul style="list-style-type: none"> ▪ Communicates effectively (in verbal and written communication). ▪ Listens to others to understand. ▪ Speaks in public with ease and poise.
Analytical Ability	<ul style="list-style-type: none"> ▪ Assesses situations and establishes solutions. ▪ Seeks various perspectives. ▪ Reaches out to subject matter experts to gain insight. ▪ Gathers information and identifies key issues.
Problem Solving/Creativity	<ul style="list-style-type: none"> ▪ Understands key issues and develops solutions. ▪ Relates previous experiences to current issues to find possible resolutions. ▪ Develops a network to utilize the knowledge of others. ▪ Evaluates and organizes information.
Risk Taking	<ul style="list-style-type: none"> ▪ Pursues calculated risks after weighing options. ▪ Ability to make decisions, even without having all data/information.
Relationship Building	<ul style="list-style-type: none"> ▪ Open and considerate of needs and views of others. ▪ Sensitive and responsive to others and their opinions. ▪ Achieves results working in a positive, supportive and co-operative manner. ▪ Respectful and polite when dealing with people. ▪ Keen sense of what to do or what to say; Able to diffuse potential conflicts. ▪ Understands what to say or not to say in order to avoid offending others. ▪ Adept at handling others in trying situations.

