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

<table>
<thead>
<tr>
<th>Skill</th>
<th>Possible Assessment Criteria</th>
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| Teamwork                     | ▪ 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                        | ▪ 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      | ▪ 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             | ▪ Can shift priorities.  
▪ Adapts well to ambiguity and stress.  
▪ Copes with unforeseen circumstances.  
▪ Responds to suggestions and comments from others.                                                                                                       |
| Communication Skills          | ▪ Communicates effectively (in verbal and written communication).  
▪ Listens to others to understand.  
▪ Speaks in public with ease and poise.                                                                                                                       |
| Analytical Ability            | ▪ 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    | ▪ 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                   | ▪ Pursues calculated risks after weighing options.  
▪ Ability to make decisions, even without having all data/information.                                                                                           |
| Relationship Building         | ▪ 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.                                                                                                               |