

What Employers Want to See

1) APPEARANCE

Does your appearance convey pride in yourself and an ability to do the job?

- *Dress*: Is your attire at least one step above what one would wear on the job?
- *Grooming & Hygiene*: Do you project a clean, neat image from head to toe?
- *Manner*: Is your behavior and attitude polite, friendly, confident?
- *Paperwork*: Is your application and resume neat and complete?

2) DEPENDABILITY

Can you be counted on to do the job?

- *Attendance*: Will you be at work regularly?
- *Punctuality*: Will you report to work on-time and return from lunch & breaks on-time? Will you complete duties in a timely fashion?
- *Reliability*: Will you accept responsibility, follow rules, and learn as much as possible about the job?

3) SKILLS

- Do you possess the skills or the potential abilities to learn and perform the job?
- Are you willing to learn new skills?
- Do you have experience or related experience?