In an interview a potential employer will ask questions that identify whether an individual is appropriate for the specific available position and general company environment, as well as attempt to note a candidate's possession of more general personality characteristics. The following list, which has been adapted from the College Placement Council's booklet entitled, "So You're Looking For A Job," highlights a number of such characteristics and provides a brief explanation of their importance to an employer. Strive to portray these characteristics in your answers to interview questions, oral and/or written correspondence, and demeanor.

**Ability to communicate:** Do you have the ability to effectively organize and clearly express your thoughts and ideas via oral or written communication?

**Intelligence:** Do you have the ability to understand and conduct your job assignments? Are you able to contribute new and unique ideas to your work?

**Self-confidence:** Do you demonstrate a sense of maturity that enables you to deal positively, professionally, and effectively with a variety of situations and people?

**Initiative:** Do you have the ability to identify a purpose for work and to take action to ensure that the work is completed?

**Leadership:** Can you instruct and guide others to obtain recognized objectives?

**Energy level:** Do you demonstrate the capability and forcefulness needed to put a plan into action? Can you maintain the quality of your work at an above-average level?

**Imagination:** Can you confront and manage problems that may not have standard solutions?

**Flexibility:** Are you capable of changing and being receptive to new situations and ideas?

**Interpersonal skills:** Can you draw out the best efforts of individuals so they become effective, enthusiastic members of a team?

**Self-knowledge:** Can you recognize and assess your own strengths, weaknesses, and capabilities? Are you able to see yourself as others see you?

**Ability to handle conflict:** Can you successfully contend with stressful situations and antagonism?

**Competitiveness:** Do you have the capacity to compete with others and the willingness to be measured by your performance in relation to that of others?

**Goal achievement:** Do you have the ability to identify and work toward specific goals? Do such goals challenge your abilities?

**Vocational skills:** Do you possess the positive combination of education and skills required for the position you are seeking?

**Direction:** Have you defined your basic personal needs? Have you determined what type of position will satisfy your knowledge, skills, and goals?

**Selflessness:** Are you more interested in what you can do for the company than what the company can do for you? Do you project a customer-oriented attitude?