**TOP 10 SKILLS FOR JOB CANDIDATES**

**Director’s Corner**

Rachel Loock, Director of Undergraduate Programming, Office of Career Services

This week’s article is excerpted from the Spotlight for Career Services Professionals, which is published by the National Association of Colleges and Employers. For more information, visit www.nacw.org/spotlightonline/.

What makes an ideal job candidate? Of course, top candidates need to have the requisite major and GPA, and relevant work experience, but it’s their soft skills that make them ideal.

In terms of the skills that differentiate candidates, employers responding to NACE’s *Job Outlook 2013* say they want good communicators who can make decisions and solve problems while working effectively as part of a team.

Following are the top-10 skills and qualities employers seek in their job candidates:

**The Top-10 Candidate Skills/Qualities Employers Seek**

1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to work in a team structure
3. Ability to make decisions and solve problems
4. Ability to plan, organize, and prioritize work
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

Source: *Job Outlook 2013*, National Association of Colleges and Employers
OCS and Club Career Programming Events

April 16, 2013

CEO@Smith: B. Muthuraman, Vice Chairman of Tata Steel

CEO@Smith is a dynamic speaker series designed to connect our community of students, alumni, faculty, and staff with leading business practitioners and innovators. Blending invaluable wisdom from industry giants with an interactive atmosphere, CEO@Smith offers many exceptional opportunities to learn from top executives and gain insight into how they make decisions that not only influence one company, but entire industries. Mr. Muthuraman has worked at Tata Steel for 47 years. Under his leadership, Tata Steel has become a landmark Indian company that is known throughout the world.

5:30 – 7:00, VMH 1524

April 19, 2013

Business Golf Society: Club Championship

The Business Golf Society will be hosting a golf tournament for 60 people as well as a banquet at Mulligan’s Grill and Pub. The tournament will see recruiters from EY, KPMG, PWC, McGladrey, NewDay, Capital One, and Target be paired up with students, mainly business, who are interested in those companies and fields of work. Afterwards, all participants and attendees will be able to come together and network with one another. This event allows students to be able to form strong, lasting relationships with professionals through a more comfortable, yet professional setting.

12:30 – 6:00, UMD Golf Course

April 26, 2013

Smithstock

The Smith Undergraduate Student Association is hosting the annual Smithstock in April! Smithstock is a time where you and your friends will get a chance to relax with great food, and have fun activities all around you. There will be a wing-eating contest, volleyball tournament, and a variety of other entertainment.

1:00 – 6:00, Washington Quad

May 3, 2013

Dale Carnegie Public Speaking Program

The Dale Carnegie Public Speaking program is coming to the Smith School on May 3rd. This will be a half day event and will focus on Vocal Skills and Body Language when presenting. Both of these are integral to your success in any facet of the business world from marketing to information systems. These will prepare you to become better communicators during your interviews, class presentations, and ultimately in your chosen careers. This program has had many successful users including Warren Buffett. The Dale Carnegie events usually cost well over $1500 per applicant, but, because of a generous subsidy by the Smith School the event will only cost $50 per student if all 50 slots are filled. If you are interested please email umdfbispresident@gmail.com. Collections will begin once the roster is filled up.

1:00, VMH
UNDERGRADUATE RECRUITING EVENTS

APRIL 10TH – APRIL 19TH

Employer of the Day

<table>
<thead>
<tr>
<th>Date</th>
<th>Employer</th>
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<tbody>
<tr>
<td>Wednesday, April 10th</td>
<td>Aldi, Incorporated</td>
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<tr>
<td>Tuesday, April 16th</td>
<td>Aerotek</td>
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For more information, resume deadlines, and event locations, please visit HireSmith at www.hiresmith.net. Please note dates are subject to change. Please contact us at (301) 405-2301 for additional information.

The Office of Career Services is now on Facebook! Come visit us at www.facebook.com/SmithOCSUndergraduate to get news and updates about events.

ALPFA members following an etiquette dinner presented by OCS. Thanks to Ernst & Young for sponsoring this event and to all the E&Y staff and UMD alumni who attended the event.