

Magic Sixteen Qualities

Aside from the technical aspects of the job, most interviewers will spend considerable time trying to determine your potential "fit" in the organization.

This subjective area frequently makes the interviewer more uncomfortable than the interviewee. Assuming you believe that you would be a good fit and that you are interested in pursuing the position, you will need to display and support your success in some of the characteristics that are interpreted to define "fit" in order to do this you want to show as many as possible of the "magic sixteen" characteristics that hiring managers are looking for to determine "fit."

As accomplishments were being developed, these "magic sixteen" were reviewed and incorporated into the process of building accomplishment statements. Often these "magic sixteen" are also referred to as areas of strength.

Using accomplishments and strengths you can often provide the hiring manager with enough solid information about your skills and abilities to be a successful candidate.

The "magic sixteen" list follows.

THE MAGIC SIXTEEN

1. **Ability to Communicate:** Do you have the ability to organize thoughts and ideas effectively? Can you express them clearly when speaking and writing? Can you represent your ideas to others in a persuasive manner?
2. **Intelligence:** Do you have the ability to understand the job assignment? Learn the details of the operation? Contribute original ideas to your work?
3. **Self-Confidence:** Do you demonstrate a sense of maturity that enables you to deal positively and effectively with situations and people?
4. **Willingness to Accept Responsibility:** Are you someone who recognizes what needs to be done and is willing to do it?
5. **Initiative:** Do you have the ability to identify the purpose for work and to take action?
6. **Leadership:** Can you guide and direct others to obtain the recognized objectives?
7. **Energy Level:** Do you demonstrate a forcefulness and capacity to make things move ahead? Can you maintain your work effort at an above-average rate?
8. **Imagination:** Can you confront and deal with problems that may not have standard solutions?
9. **Flexibility:** Are you capable of changing and being receptive to new situations and skills?
10. **Interpersonal Skills:** Can you bring out the best efforts of individuals so they become effective, enthusiastic members of the team?
11. **Self knowledge:** Can you realistically assess your own capabilities? See yourself as others see you? Clearly recognize your strengths and weaknesses?
12. **Ability to Handle Conflict:** Can you successfully contend with stress situations and antagonism?
13. **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?
14. **Goal Achievement:** Do you have the ability to identify and work toward specific goals? Do such goals challenge your abilities?
15. **Vocational Skills:** Do you possess the positive combination of education and skills required for the position you are seeking?
16. **Direction:** Have you defined your basic personal needs? Have you determined what type of position will satisfy your knowledge, skills, interests and goals?