

What Employers Want !

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*“Preparing engineers today for tomorrow’s grand challenges...
... creating tomorrow’s leaders, researchers and innovators ...
... continued Academic Success & Professional Development (ASAP) ...
... cutting-edge career-steering/shaping projects...
... toward an AZ-Southwest ENG ASAP Transfer Excellence Academy...
... Participate in the ongoing technological revolution.”*

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OVERVIEW

What do employers want from an job or internship applicant?

This can be a challenging question - especially if you are just starting to think about this kind of serious career stuff.

The following fairly comprehensive questionnaire gives you an idea of what most/many employers are seeking from a full-time employee.

As such, it can help you plan your many professional development/project activities while you are here at ASU.

Don’t be intimidated by some of the items. Use them as a “guiding light.”

If used properly, the attached questionnaire can last you (i.e. it can remain very useful) throughout your entire career!

Strong Suggestion:

Try to get involved in significant career-steering/shaping projects - projects that are related to your “planned future job area.” Use these projects to develop the competencies required to function in your chosen job area. They can be large projects or small projects. The key is to do your homework....and do this homework as soon as possible. The sooner the better....And redo the homework every semester. You will find that you will “interpret/digest” the job descriptions you read differently as you progress from semester to semester.

- 1) Please see what companies hire in your area of interest.
- 2) Please see the job descriptions that these companies have posted. Try to learn/understand what competencies - technical and otherwise - would be helpful in your chosen area!
- 3) Try to speak with current or past employees/interns from companies of interest to you. Ask them good questions.
- 4) Go to career services for advice. You can learn a great deal from them!

Date:

Name of Reference:

Reference's Company or School:

Name of Candidate:

Your relationship to this Candidate:

Manager Name:

The first part of the reference asks you to rate *ZZZ* in each area.

For the reference to be complete, we will need a brief summary of 1-2 sentences on what prompted you to choose each rating (examples of what the person did).

The second part of the reference asks for brief comments in a few different areas.

Use Ratings 1 through 10 (1=Poor/10=Excellent).

If you have not had any experience with the person in an area, select 'N/A'.

1. Technical ability - Demonstrates and utilizes knowledge of technology applicable to specific work area and projects.

Rating: 9

Example of how the candidate demonstrated this attribute:

He has successfully proposed and implemented an adaptive control solution for a pH control problem.

2. Troubleshooting skills - Ability to analyze complex technical problems and quickly come to satisfactory solutions. Ability to use debugging tools as necessary.

Rating: 9

Example of how the candidate demonstrated this attribute:

He learned chemical process modeling quickly and successfully modeled and implemented controller for pH neutralization process.

3. Innovation, creativity and idea generation - Generates new ideas, approaches, techniques, prepares good product specifications, functional definitions, and architectures.

Rating: 9

Example of how the candidate demonstrated this attribute:

He built Simulink blocks from scratch. They were useful for implementing a pH controller.

- 4. Working with other people - Effectiveness of working relationships and how they affect achievement of objectives. Consistent cooperation, consideration, and support for others. Teamwork, peer relationships, ability to empathize with other people.**

Rating: 9

Example of how the candidate demonstrated this attribute:

Over the years he has developed a good rapport with his fellow Ph.D. students and helped them in their research.

- 5. Oral Communications - Presents ideas distinctly and convincingly to supervisors, subordinates, peers, and/or customers.**

Rating: 8

Example of how the candidate demonstrated this attribute:

He has presented his research work clearly to his MS thesis defense committee and his Ph.D. comprehensive exam committee.

- 6. Written Communications - Prepares clear, concise specs, reports and correspondence.**

Rating: 8

Example of how the candidate demonstrated this attribute:

He has presented his research via written reports to his MS thesis defense committee and his Ph.D. comprehensive exam committee.

- 7. Results orientation and follow-through – Focuses on priorities, follows through, carries tasks to completion with a sense of urgency and ownership.**

Rating: 9

Example of how the candidate demonstrated this attribute:

He led the upgrading of the control systems laboratory. This involved coordinating with all stakeholders and executing the project in a timely manner.

- 8. Work ethic – Dedication, extra hours, focus on work, concentration, self-starting.**

Rating: 9

Example of how the candidate demonstrated this attribute:

I have always known him to be a very dedicated hard working student.

- 9. Passion and attitude – Excitement for one's work and the ability to instill this excitement in others, positive attitude towards other people, dedication.**

Rating: 9

Example of how the candidate demonstrated this attribute:

He has always exhibited passion and a professional uplifting attitude for his work.

- 10. Adaptability – Ability to come up to speed on new problems and/or new tools, ability to adjust to changing circumstances to ensure achievement of priority objectives.**

Rating: 9

Example of how the candidate demonstrated this attribute:
He has developed new custom Simulink blocks for implementing adaptive pH control algorithms on Arduino platforms.

11. Judgment - Uses good sense, makes sound and reasonable decisions.

Rating: 9

Example of how the candidate demonstrated this attribute:
In the construction of a low-cost potentiostat, he analyzed required components and made good decisions in the choice of electronic components. I have seen him exercise good judgement in advising his fellow student colleagues.

12. Independence – Self-starter, able to work independently and determine priorities, or requires lots of supervision.

Rating: 9

Example of how the candidate demonstrated this attribute:
I have seen him work independently on research projects with little supervision.

13. Please elaborate on this candidate's responsibilities:

Candidate's responsibilities include: Performing research, writing technical reports, writing technical papers, and mentoring undergraduate/graduate students.
From my vantage point, he carries out his responsibilities well.

14. How does this candidate compare to others in the same position?

N/A

15. How would you describe this candidate's approach to frustrating situations?

He generally does not get rattled by frustrating situations. He tries to proceed carefully and methodically.

16. How would you describe this candidate's personality?

He is passionate, hardworking and easy going.

17. What would you say is this candidate's biggest strengths?

His biggest strengths include: programming knowledge, technical knowledge and his positive attitude.

18. What would you describe as improvement areas for this candidate?

He needs to be more assertive.
He, like most young engineers, can improve their communication skills (verbal and written).

19. Would you rehire this candidate in the future if there was a need?

N/A

20. Is there anything else that you would like to add?

He would be an asset anywhere.