GSI Exit Interview

It has been our pleasure having you intern with us this year. In order to refer you to new internships both inside and outside our company, we have created this document to help catalog the skills you have gained this year, as well as, other skills you have to offer in the future.

We have identified five types of skills that employers are looking for, including: Technology, Social, Communications, Analytical Research, and Adaptability. Please check or fill out everything that applies to you.

**Technology skills** *(Check all that apply)*

* Word or word processing
* Excel or similar
* Photoshop or similar
* Google Sketchup or similar 3D program
* PowerPoint Presentation
* Coding

Other computer programs, apps or technology have you used?

**Social skills**

* Teamwork
* Self-starter
* Leadership

Describe how you have demonstrated the three skills above.

**Communication** *(Attach your best work samples of the following)*

Answering questions Reports Memos Poetry

Slogans Television Magazine

**Adaptability**

Describe a time when you had to adapt to a person or situation this year?

**Analysis and Research**

Describe a time when you had to do research this year including what your process and results were?

**Dependability**

Give evidence that shows you are dependable

**The Top 5 Skills Necessary to Be Successful in the Workplace**

*by Laurie Reeves, Demand Media*

Employers want to hire successful, confident employees. Beyond the ability to do the job, employers look for people who fit within the company's culture and get along with the existing staff. While each job normally has specific skill requirements, there are key abilities all employers look for in job candidates. While most job seekers might have some or all of these skills, those who have weaknesses or lack one or more of these skills can improve their chances for success in the workplace by taking personal development courses or working with a mentor or a coach.

**Communication**

Effective verbal and written communication skills are high on the list for most employers. Along with the ability to communicate, an effective communicator also has the ability to listen. Being able to present ideas to people within all levels of the company or to clients is a key component to being successful in the workplace.

**Team Player**

Employers prefer to hire people who work well with others. Following on the heels of effective communication skills, the ability to work with others from all cultures and backgrounds is paramount to a successful career in business, government or nonprofit organizations. When you have the ability to relate to and inspire others, you have a greater chance of advancing your career and being considered for that next promotion.

**Analysis and Research**

Analytical, research and logic skills also top the list of skills employers want in job candidates. These kinds of talents determine your ability to evaluate a situation, investigate the facts, or seek input and information from other sources as well as identify the issues that require attention. Your ability to research and analyze are basic skills needed in the decision-making process.

**Tech Savvy**

Computers and technology are everywhere in the workplace. Employers expect their employees to know their way around the technology used in business. This includes not only basic computer skills, but expertise with basic computer operating systems, word processing and spreadsheet programs, printers, copiers, smartphones, faxes and other office equipment.

**Adaptability**

Your ability to be flexible and adapt to situations that arise during the course of business makes you a valuable employee. The capability to tackle multiple projects and tasks, set priorities and to accept modifications to assigned work leads to a successful career no matter where you work. Employers usually want to hire those who can manage more than just one work project.

In addition according to America’s Job Exchange, **Employers want employees who demonstrate dependability**. Certain core expectations are required for all jobs, but dependability is probably at the top of the list. Employees show dependability by taking personal ownership of all aspects of their job, including being on time, dressing and working in a professional manner, and demonstrating a high level of commitment. Managers like dependable employees because they set and maintain clear expectations.