

Employer Concerns Worksheet

You must anticipate the employer's concerns and address them throughout the interview process. Your job is to sell the employer on why you are the right fit. You must convince them that you are an asset and not a liability!

Common employer concerns are listed in the table below. Write a few keywords that you may use in the interview to relieve the employer of the concern. An example is given in the shaded row.

What happens if the person I hire:	My Keywords and phrases to use in the interview
Does not fit in or Does not get along with co-workers?	Adaptable, flexible, adjust quickly, get along with all kinds of people.
Does not get along with customers	
Does not represent the company well	
Can't solve problems, but creates them	
Is not dependable	
Soon moves on to another job in another place	
Is not able to handle the pace or pressure of the work	
Does not dress or behave appropriately	
Will not take on responsibility or work independently	
Is distracted by personal problems	
Is not honest and trustworthy and lacks integrity	
Is not loyal to the organization	
Is unwilling to share ideas	
Is a gossip	
Is fearful to address problems with a colleague	
Lacks initiative, is lazy	

Ideal job candidates tend to have many of the same qualities. You want to share specific examples that show the employer you possess these qualities.

Under each of the qualities below, write a few keywords or phrases to remind you of when you used these qualities.

Accept Responsibility	When have you taken on a task without being asked or directed to do so?
Answer:	
Solving Problems	When have you identified a problem and found a creative solution for it?
Answer:	
Communicate Effectively	Describe a time when you organized your thoughts and expressed them clearly and concisely. When did you show that you are a good listener?
Answer:	
Handle Conflict	What have you done to resolve differences with others? How have you exhibited good judgment in conflict situations?
Answer:	
Learn	When have you learned something quickly, e.g., a new job assignment? What are you doing now to demonstrate that you are a career learner?
Answer:	
Team Player	When working in a team, have you been a leader, a follower, or both? What experience do you have working with different kinds of people?
Answer:	