

# What Personal Qualities do Columbia, SC Hiring Managers Find Most Important?

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SLIS 310

## Introduction

- The cornerstone of the hiring process is the job interview
- Hiring criteria differs by industry and type of job offered
- Many hiring decisions are made because the interviewee makes a positive personal connection with the manager
- Job openings are at their highest rate since 2001 (Bortz, 2014)
- Companies want employees whom not only do the job, but fit into the organization's culture (Bowen, Ledford, & Nathan, 1991, p. 35)
- The modern workforce is rapidly changing, so employers must approach the hiring process differently from decades past
- In the modern workforce, employees must be ever-cognizant of the demands of managers

## Aim

- This research was done to find the personal qualities Columbia, SC hiring managers find most important/useful when making employment decisions
- Employers care greatly about resume items such as work experience and education
- This research sought to identify any non-explicit factors that may go into hiring decisions

## Method

- Surveys were sent to 30 local small business owners and company hiring managers
- The surveys were distributed by email
- The 30 recipients represented seven common industries: healthcare, education, law/government, finance/banking, contracting, military/public service, and food and beverage



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- The survey was very brief, consisting of six questions about industry hiring practices and preferences (*see handout*)
- The survey was designed to compare results between industries and ages of respondents
- Survey was pilot-tested with my SLIS 310 section
- Survey was designed and disseminated through SurveyMonkey

## Results

- 15 survey responses were received
- Age of respondents span from 20-55 years old
- Education was the most common industry of respondents, with 40% of the total vote
- 73% of respondents work white-collar jobs (office-based)
- 87% of respondents weigh most heavily past relevant work experience when making hiring decisions
- No respondents selected "time spent in industry" when choosing the most important things to look for on a resume
- Calm presence/body language was selected as the most important skill an applicant demonstrates during an interview
- Written communication skills were ranked as the least-important quality desired by hiring managers



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## About

- Kyle is a junior Management major and Information Science minor
- Actively involved in Student Government, Mock Trial, and the Student Success Center
- Considering attending USC Law after graduation



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## Conclusions

- There is a tremendous amount of response variance, meaning hiring managers look for different things and have different tastes
- The perfect applicant for a job opening depends entirely on the industry, line of work, and preferences of that individual company/interviewer
- An competitive applicant should have a traditional resume and come prepared to impress the job interviewer with their interpersonal skills

## References

- Bortz, D. (2014, October). How to ace the new job interview. *Money*, 43(9). Retrieved from <https://login.pallas2.tcl.sc.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=98386537&site=ehost-live>
- Bowen, D., Ledford, G., & Nathan, B. (1991). Hiring for the organization, not the job. *The Executive*, 5(4), 35-51. Retrieved from <http://www.jstor.org/stable/4165035>