

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

Top Ten Professional Skills According to Employers

Interested in knowing what skills employers are looking for when they post roles and are actively interviewing?

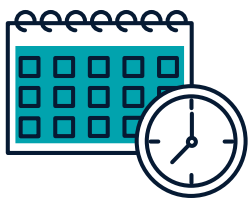
Look no further - we have scraped the skills data from 9,774 job descriptions, all posted on the BCH portal by 1,407 employers - for the period January 2020- January 2021.

Here is what we uncovered - the TOP 10 professional skills sought after by our employers are highlighted below. It may come as no surprise that Communications is at the top of the list!

The Top 10 Professional Skills



Communication



Time Management



Analytical



Organization



Innovative



Leadership



Collaboration



Problem Solving



Initiative

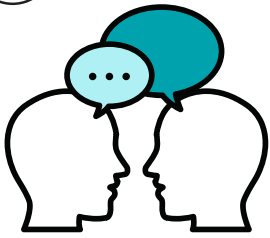


Presentations

Tips on Developing Each of These Skills

Interview Questions You May Be Asked

1



Communication

- Register in BCH Bootcamp: Powerful Presentations

BOOTCAMP

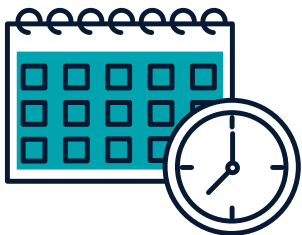
Typical Interview Questions

Tell Me About Yourself (TIP: speak to your strengths)

Tell me about a time when you and a colleague or peer had miscommunication. What did you do and what was the outcome?

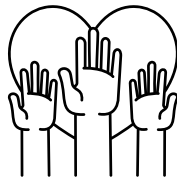
Have you ever had to “sell” an idea to your co-workers or group? How did you do it? What were the results?

2



Time Management

- Explore different software tools that help you manage your time
- Get a part-time/volunteer job



Typical Interview Questions

Tell me about a time when you have conflicting deadlines- how did you manage this?

How do you determine what amount of time is reasonable for a task?

How do you prioritize projects and tasks when scheduling your time?

3



Analytical

- BCH: Ace this Case Series

Business CAREERHUB

Typical Interview Questions

What does your troubleshooting process look like?

If you had to choose between two or three options, how would you go about making a decision?

Describe a situation where you had to apply research skills to gather information necessary to solve a problem. How did you go about this?

4



Organization

- Explore online tools that help you organize yourself (google calendar)



Typical Interview Questions

Tell me about a project that you planned. How did you organize and schedule the tasks?

When has a project or event you organized not gone according to plan? What happened? What did you take away?

5



Innovative

- Bootcamp: Design Thinking
- DMZ workshops



Typical Interview Questions

Describe a time when you had to think “outside the box” and how did you go about it?

Tell me about a time you brought an innovative idea to your team? How was it received?

6



Leadership

- TRSS groups and leadership roles;
 - sports teams
 - work/shift supervisor

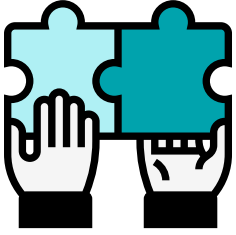


Typical Interview Questions

What makes you an effective team leader?

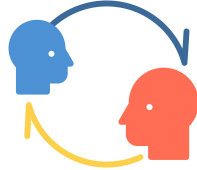
Give me an example of a time when you felt you led by example. What did you do and how did others react?

7



Collaboration

- Teamwork of any kind, especially outside the classroom



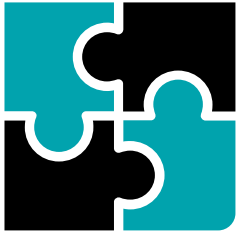
Typical Interview Questions

Tell me about a time when you were working in a team and you needed to address an issue.

Tell me about one of your favorite experiences working with a team and your contribution.

Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What was the result?

8



Problem Solving

- Bootcamp: Design Thinking
- Case Competitions



Typical Interview Questions

How do you cope when faced with a challenge you've never previously experienced?

Tell me about a problem that you've solved in a unique or unusual way. What was the outcome?

9



Initiative

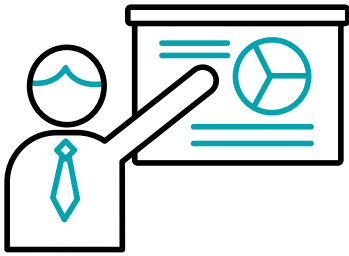
- Engagement on campus or off that is not required by curriculum
- # TedPoints earned during 1st or 2nd year
- Tri-Mentorship



Typical Interview Questions

What do you hope to accomplish in your first 90 days on the job?

Describe a time when you volunteered to expand your knowledge at work, as opposed to being directed to do so.



Presentations

- Bootcamp: Powerful Presentations
- Microsoft Certification
- Case Competitions
- WES x Accenture Community Consulting Project
- Ryerson Toastmasters



Typical Interview Questions

Describe how you would use a presentation to impress a new client.

Tell me about a recent successful experience in making a speech or presentation?



Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly BCH Careers Newsletter for a list of upcoming events.

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps.](#)

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



Career Consultant Contributor Sarah Anderson

Sarah is a Career Consultant with 5+ years of experience in the human resource, recruitment, and career services industry. She is passionate about helping clients communicate their value using a strengths-based approach to land meaningful work.



Student Contributor Nadeem Sweiss

Nadeem is a 3rd-year Marketing Co-op student, currently working as a Project Coordinator at the BCH. He is passionately interested in the business world exploring consumer behaviors and research & innovations.