Employability skills - profile

There are eight core employability skills. They are:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology

Use this workbook to identify which employability skills, or elements of these skills, are required for a job you are applying for or an occupation you are trying to learn more about.

Use a job ad and your other occupation and industry research to work out which skills apply.

Job ....

Employer ....

Industry ....

You can then use this information to tailor your résumé and cover letter and prepare for an interview.

Identify within the table which skills you think are important for the job you are applying for or an occupation you are interested in and for those that apply, write down at least one example.

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example…
Communication				
Listening and following instructions	☐	☐	☐	
Speaking clearly and directly	☐	☐	☐	
Tailoring messages for different audiences	☐	☐	☐	
Using appropriate body language	☐	☐	☐	
Being polite and considerate	☐	☐	☐	
Asking questions and sharing information	☐	☐	☐	
Writing persuasively	☐	☐	☐	
Technical writing	☐	☐	☐	
Reading	☐	☐	☐	
Using numbers and maths skills	☐	☐	☐	
Understanding people's needs	☐	☐	☐	
Being assertive or confident in dealing with a variety of people in new situations	☐	☐	☐	

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Teamwork				
Working with people of different ages, gender, ethnicity and religion	☐	☐	☐	
Working as part of a team toward a shared goal	☐	☐	☐	
Always being on time with your contribution	☐	☐	☐	
Sticking to your role and not stepping on others' toes	☐	☐	☐	
Identifying and using the skills of others in your team	☐	☐	☐	
Planning team work so that everyone's contributions are included	☐	☐	☐	
Filling in for others at short notice so that the team still achieves its purpose/goal	☐	☐	☐	
Sharing ideas	☐	☐	☐	
Coaching and mentoring	☐	☐	☐	

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Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...

Problem solving

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Identifying problems and finding solutions	☐	☐	☐	
Putting those solutions into practice	☐	☐	☐	
Solving problems within your team	☐	☐	☐	
Inviting others to provide advice	☐	☐	☐	
Independence and initiative	☐	☐	☐	
Showing judgement and making decisions when facts are not clear	☐	☐	☐	
Addressing customer concerns or complaints	☐	☐	☐	

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Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example…
Initiative and enterprise				
Adapting to new situations	☐	☐	☐	
Being creative	☐	☐	☐	
Taking responsibility for projects/tasks and making sure they are completed	☐	☐	☐	
Identifying opportunities not obvious to others	☐	☐	☐	
Determining what needs to be done when there aren't clear directions	☐	☐	☐	
Putting your ideas into words/ action	☐	☐	☐	
Finding ways to improve things	☐	☐	☐	

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Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example…

Planning and organising

Skill and elements of skill	Very important	Not so important	Doesn't apply
Managing time and priorities	☐	☐	☐
Setting timeframes and coordinating tasks	☐	☐	☐
Knowing how to break down an activity into smaller tasks	☐	☐	☐
Accurately estimating the time and resourcing it will take to complete tasks	☐	☐	☐
Allocating adequate time to complete tasks	☐	☐	☐
Establishing clear goals	☐	☐	☐
Managing people and other resources to assist with tasks	☐	☐	☐
Understanding what needs to be done and planning how to achieve the expected outcomes	☐	☐	☐

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example…
Self-management				
Having personal goals and meeting deadlines	☐	☐	☐	
Evaluating and monitoring your own performance	☐	☐	☐	
Seeking and taking feedback on your performance and behaviour	☐	☐	☐	
Adjusting your performance and behaviour to achieve a better result	☐	☐	☐	
Articulating your own ideas and visions	☐	☐	☐	
Taking responsibility	☐	☐	☐	
Adapting and reorganising to ensure schedules are met	☐	☐	☐	
Presenting appropriately	☐	☐	☐	
Turning up on time	☐	☐	☐	

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Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...

Learning

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Identifying learning opportunities and managing your own learning	☐	☐	☐	
Learning through a range of mediums – mentoring, team/individual activities, job shadowing, IT, courses, vocational placements	☐	☐	☐	
Applying learning to 'technical' issues and 'people' issues (e.g. learning about products and interpersonal aspects of work)	☐	☐	☐	
Having enthusiasm for ongoing learning	☐	☐	☐	
Learning from your mistakes	☐	☐	☐	
Following instructions and implementing quickly	☐	☐	☐	
Asking for assistance when there is something you don't know	☐	☐	☐	
Being open to new ideas and techniques	☐	☐	☐	
Coping well when you do the wrong thing by focussing on what you have learned and not repeating mistakes	☐	☐	☐	

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Technology				
Having a range of basic IT skills	☐	☐	☐	
Having advanced IT skills	☐	☐	☐	
Connecting with people using technology	☐	☐	☐	
Knowing which technology is appropriate for different uses	☐	☐	☐	
Navigating your way through unfamiliar applications	☐	☐	☐	
Choosing the best application for your needs	☐	☐	☐	
Applying IT as a management tool (e.g. using a calendar, setting reminders/alarms for tasks, maintaining a 'to do' list)	☐	☐	☐	
Being willing to learn new IT skills	☐	☐	☐	
Using technology to manage or complete a team project	☐	☐	☐	

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