

What are Employability Skills?

Employability Skills are a range of skills that employers look for when interviewing potential employees.

List the 8 most common Employability Skills employers look for:

Initiative

- eg: Adapting to new situations
- See something needs doing and have confidence to 'give it a go'
 - Identifying opportunities not obvious to others
 - Working independently

Communication

- eg: Listening and Understanding
- Speak clearly and directly
 - Limit use of fillers (um, ah, yeah, you know)
 - Body language – eye contact, posture, gestures

Team Work

- eg: Working as an individual or as part of a team
- Work with people of different ages, genders, backgrounds
 - Offering ideas and suggestions
 - Identifying strengths of team members

Technology

- eg: Having a range of basic IT skills
- Being willing to learn new IT skills
 - Using email
 - Using Microsoft word programs
 - Using the internet for research

Problem Solving

- eg: Developing creative and innovative solutions
- Giving your opinion
 - Contributing & offering solutions
 - Trying something from a new perspective
(Think babysitting, assignments)

Self Management

- eg: Having personal vision and goals
- Taking responsibility for your actions
 - Being punctual and reliable
 - Attitude towards the job
 - Appropriate behavior, clothing

Planning

- eg: Managing time and priorities
- Setting goals and timelines
 - Prioritising tasks
 - Doing a range of tasks at the same time

Learning

- eg: Having enthusiasm for ongoing learning
- Being open to learning new ways of doing things
 - Being willing to learn in different settings – on and off the job

