

EMPLOYABILITY SKILLS

Employability skills are what you need to get a job. However there's more to it than that. They also help you to stay in a job and work your way to the top. So it's not just a job but a career path you'll be able to put in place.

Employers will of course always be on the look-out for job-specific skills and attributes but most of them will also want you to have employability skills.

Chances are you'll be asked questions about both job-specific skills and employability skills in a job interview. In this Fact Sheet we'll talk about just what those skills are and how you can develop them.

The list of employability skills outlined below are recognised by education and training providers and in the workforce.

SO WHAT ARE THE EMPLOYABILITY SKILLS THEY'RE LOOKING FOR?

There are eight skills that employers want you to have no matter which industry you're working in.

1. Communication

You have to be a good talker and perhaps also a good writer (depending on the job). You'll need to be confident speaking to people face-to-face or over the phone and you might also need to write well enough to be understood in emails and memos. And good *listening* skills will always be valued as well!

2. Teamwork

You'll need to be good at working with people. This means both your workmates and other people coming into contact with your organisation, including customers and suppliers.

3. Problem-solving

You'll need to find solutions when faced with difficulties or set-backs; you need to have a logical process for figuring things out even if you can't think of a solution straight away. Think of times in your life

when you've 'problem solved' successfully. It's important because this is now a common question asked at nearly all interviews these days.

4. Initiative and enterprise

You need to think about the bigger picture and the kind of organisation you're working for. Employers will value your ability to think creatively and make improvements to the way things are.

5. Planning and organising

You need to be able to organise yourself, plan project timelines and meet deadlines. Again reflect on times in your working life where you've managed these things and recall what you did to accomplish them.

6. Self-management

No-one likes being 'checked-on' or needing to 'check-on' someone constantly. You should be able to stay on top of your own deadlines and be able to delegate tasks to make sure things get done on time.

7. Learning

Wanting to learn new things and be able to pick them up quickly are essential qualities. There are likely to be some changes to your job role and to the workplace structure during your employment.

8. Technology

Knowing how to use a computer and how to touch-type are essential for most office jobs but there are other types of technology that you might need to be familiar with depending on the industry you work in.

Most jobs these days require you to use some form of technology.

So there you have it. If you're confident you've got all those bases covered you're well on the way to being truly 'employable.' If you're not so sure, have a talk to your Workskills Consultant today to see where we might assist you to take that next step.



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