

Employability prezi transcript

Employability:

"A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace - to the benefit of themselves, their employer, and the wider community"

CBI

In this prezi, we explore some of the attributes, skills and knowledge which are most frequently requested by graduate recruiters.

We will first explore the key attributes, then the key skills, followed by the type of knowledge employers look for. For each of these we use one word to describe the key attribute, skill or type of knowledge, but also include related or alternative descriptions for each of these. You do not necessarily have to possess all the attributes, skills and knowledge we have included. The purpose of including as much as possible here is to help you start to assess your own employability, become familiar with what employers are looking for and become familiar with the key words to look out for in job descriptions and understand what the employer means.

Many of these are closely related, and there will often be overlap between the different skills and attributes.

For further detail on some of the most sought-after skills and attributes, see the individual pages on the right hand side of the "Make yourself employable" page.

Attributes:

Attribute (noun): "A quality or feature regarded as a characteristic or inherent part of someone or something"

We have focused on six key attributes valued by employers. These are; self awareness, willingness to learn, self sufficient, resilient proactive, dedicated.

1. **Self awareness:** This can include, or be described as

Aware of strengths and weaknesses

Self belief

Confidence

Realistic

Direction

Personal vision and goals

Aware of own motivators

2. **Willingness to learn:** This can include, or be described as

Inquisitive

Enthusiastic

Eager to progress

Motivated

Continuing development

Open to new ideas

3. **Self sufficient:** This can include, or be described as

Manage own workload

Able to work independently

Reliable
Competent
Able to prioritise
Decision maker
Responsible
Self-motivated
Planning and organising

4. Resilient: This can include, or be described as

Able to work under pressure
Overcomes setbacks
Adaptable
Tenacious
Persistent
Able to cope with challenges
Determined
Flexible
Creative
Thrives off challenges

5. Proactive: This can include, or be described as

Makes things happen
Able to work independently
Self starter
Resourceful
Responds positively to change
Driven
Initiative
Initiates solutions
Seeks opportunities
Can-do attitude
Desire to succeed
Translating ideas into action

6. Dedicated: This can include, or be described as

Sees things through
Enthusiastic
Loyal
Hard working
Committed
Trustworthy
Reliable
Conscientious
Diligent
Persevering

Skills:

Skill: (noun) "the ability, coming from one's knowledge, practice, aptitude etc, to do something well."

We have split the skills section into two sub-sections; the first are interpersonal skills, and the second are more generic employment skills.

Interpersonal skills:

In this section, we explore six key interpersonal skills. These are communication, networking, team-working, leadership, customer orientation and cultural awareness.

1. Communication skills: This can include, or be described as

Writing, speaking, listening
Professionalism

Articulate
Questioning
Negotiation
Influence
Challenging
Giving and receiving feedback
Using networks
Delegation
Appropriate assertiveness
Persuasion

2. Networking skills: These can include, or be described as

Builds relationships
Sociable
Resourceful
Helping others
Presenting a positive personal image
Shares information and knowledge
Supporting others
Professional
Able to represent the organisation
Able to influence others

3. Team-working skills:

Respectful of others
Co-operating
Team-player
Being responsible to others
Being supportive
Personable
Friendly
Contributing to discussions

4. Leadership skills: These can include, or be described as

Inspire and motivate others
Fairness
Assertiveness
Integrity
Visionary
Creativity
Delegation
Openness
Take responsibility

5. Customer orientated: This can include, or be described as

Focus on needs of customers and other stakeholders
Communicating clearly with stakeholders
Ethical awareness
Striving to improve products or services
Building customer relationships
Being responsive

6. Cultural awareness: This can include, or be described as

Awareness of own and others' cultural beliefs and values
Understanding, appreciating and valuing the differences between individuals and different backgrounds
Global outlook
Check or challenge own assumptions
Awareness of the impact of own culture on one's perceptions
Social and cultural sensitivity

Generic employment skills: These include flexibility, problem solving, accuracy, commercial awareness and IT and digital literacy skills.

1. Flexibility: This can include, or be described as

Manage deadlines
Able to adapt to changing circumstances
Adaptable
Versatile
Handle conflicting demands
Multi-task
Able to work under pressure
Manage multiple tasks simultaneously

2. Problem-solving: This can include, or be described as

Think innovatively
Analytical
Overcome obstacles
Enjoy challenges
Results oriented
Creative
Logical and practical
Trouble-shooting
Identify solutions

3. Accuracy: This can include, or be described as

Eye for detail
Analytical
Rigorous
Data handling
Alert
Attention to detail
Meticulous
Scientific

4. Commercial awareness: This can include, or be described as

Business awareness
Market awareness
Enterprising
Ethical awareness
Seeks opportunities
Business acumen
Has relevant work experience
Understands and is up to date with the sector or industry

5. IT and digital literacy skills: This can include, or be described as

Able to use databases and spreadsheets
Good with numbers
Competent IT user
Numerate
Technically savvy
Familiar with a range of media
Familiar with common software
Able to apply general mathematic principles or numeracy skills

Knowledge: (noun)

1. Information and skills acquired through experience or education; the theoretical or practical understanding of a subject
2. What is known in a particular field in total; facts and information.

We have listed some examples of the types of knowledge which will help your employability. This list is not exhaustive and will vary hugely from sector to sector. This list is intended as a general overview of the range of knowledge-based aspects of employability that you should consider.

Specialist knowledge: This can include, or be referred to as;

Technical skills or experience

Subject-specific knowledge

Language skills

Vocation-specific knowledge or experience

Intellectual abilities: These can include, or be described as

Ability to evaluate

Research skills

Critical thinking ability

Ability to analyse and synthesise information

Reasoning and logic

Summary:

Employability refers to the combination of attributes, skills and knowledge that equip people to gain and be successful in employment, to the benefit of themselves, their employer and the wider community. We have explored a range of key attributes, skills and knowledge with the aim of helping you to assess your own employability, become familiar with the type of vocabulary used by employers and know what key words to look out for in job descriptions.

You can explore some of the most sought-after skills and attributes by using the links on the right hand side of the 'make yourself employable' page. You can also come and discuss any of this with us in person by visiting our drop-in service, Monday-Friday between 9am and 4pm.

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