



# TEST YOUR WORK SKILLS

Employers look for job-specific skills when they advertise a position; but there are also a wide range of general skills that are just as important. These are known as EMPLOYABILITY SKILLS. If you are able to identify and demonstrate your own employability skills, chances are you will not only get that job but you will keep it!

Identify your employability skills by ticking the boxes. Count up the ticks and find out if you are ready for the workforce. Work on the skills you would like to improve to give yourself a better chance when you go for that next job.

## COMMUNICATION SKILLS

- I have good communication skills
- I read and write very well
- I ask for help if necessary
- I listen to and understand instructions
- I speak clearly and directly
- I am a good networker
- I know how to greet people properly
- I have a professional phone manner
- I am good at reasoning with people
- I always try to reach agreement or compromise by discussion
- I have the ability to understand the feelings of others
- I am confident and assertive if necessary
- I am good at sharing information

## TEAMWORK SKILLS

- I work well with others
- I contribute well to productive working relationships
- I can work with people of different ages, gender, race or religion
- I can define each role in a team
- I can apply teamwork skills to a range of situations
- I recognise the strengths of team members
- I am a good coach or mentor
- I give constructive feedback
- I accept instruction from others

## PROBLEM-SOLVING SKILLS

- I understand how to apply problem-solving strategies
- I can develop creative and innovative solutions
- I can develop practical solutions
- I am able to initiate and assess my problem solving skills
- I can work in a team to solve problems
- I apply a range of strategies to solve problems
- I have the ability to use maths to solve problems

## SELF-MANAGEMENT SKILLS

- I have a vision for the future and set goals
- I check and evaluate my own performance
- I have knowledge and confidence in my own ideas
- I take responsibility and learn from my mistakes
- I am punctual and arrive at work on time every day
- I am reliable and do all the work that is required of me
- I follow the workplace rules
- I always do more than I'm asked to do
- I work well alone

## TECHNOLOGY SKILLS

- I have very good IT skills
- I can use IT to organise data
- I am willing to learn new IT skills
- I understand that I need to continually improve my IT skills
- My maths capabilities relating to IT are good

## PLANNING AND ORGANISING SKILLS

- I am very organised and can work efficiently and productively
- I understand short-term and long-term planning
- I time manage and prioritise tasks
- I take initiative and make decisions
- I set clear project goals
- I have the ability to delegate tasks
- I participate in planning processes
- I analyse and organise information

## LEARNING SKILLS

- I am keen for ongoing learning
- I manage my own learning when necessary
- I am always open to new ideas, technology and techniques
- I understand the need to learn in order to advance in my career
- I am prepared to invest time, effort and money into learning new skills
- I am willing to learn on and off the job

## INITIATIVE AND ENTERPRISE SKILLS

- I initiate new ideas and put them into action
- I can identify business opportunities
- I adapt to new situations
- I have the ability to develop strategies for a long-term vision
- I am creative
- I can initiate innovative solutions

## SCORE

### 50 – 63

Excellent result – unless you exaggerated on some of your answers, you have great employability skills and are not only work-ready, but ready to get to the top. Make sure to highlight your skills on your CV so that employers understand you are a true all-rounder. Go get 'em!

### 36 – 49

A good score, but you still need to improve on some areas. Look carefully at the skills you need to improve on and employ some of the strategies you learn in class to bring them up to scratch. Once you have highlighted these on your CV it will stand out and there will be no stopping you!

### 21 – 35

Your result was okay, but you need help in a lot of areas. Look carefully at the skills you are lacking, draw up a plan of action, and employ the strategies you have learned in class to improve them. Don't be afraid to ask for help or advice from your teacher or classmates. Once you have done this, your CV will look impressive and you will be work-ready in no time.

### 20 and below

A very disappointing result! You are definitely not ready to venture into the workforce. Until you improve your employability skills you may not find a job or worse – not last in the job. The good news is that you have identified areas for improvement so now you can work on them. Get your teacher to help you draw up a plan of action. If there is anything in class that you don't understand, ask for clarification or help. There is plenty of opportunity for you in school and in other areas of your life to employ the strategies you have learned in class. Soon you will be on your way to being work-ready.