



Employability Skills Checklist



Employability skills are the 'soft' skills employers want candidates to demonstrate, to show that they can work well in the organisation. These skills are also essential to become a successful entrepreneur or if you plan to work freelance on projects with clients. They are sometimes known as transferable skills since they are skills that you will develop and build on through your life experiences whether it be employment, education or extra curriculum interests and activities. Some employability skills will be described as 'hard' skills. They are learnt skills needed to do a specific job.

Through labour market research, Salford University has identified ten employability skills most valued by employers across many different sectors. Scan the QR code to explore them! Think about which ones you already have, which are most relevant to your possible future career, and how you can identify, develop and demonstrate them.

Activity:








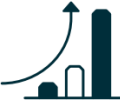


Reflect on ALL of your experience up to date and using the headings below list all the skills you have used/developed in these situations. There will be a lot more than you think! Consider whether the skills you have developed are hard or soft skills.

Experience	What did you do?	Skill Used
EXAMPLE: Undergraduate Degree 1 st year	Group project – listened to each group members perspective, looked at member strengths, delegated tasks to each group member, set deadline for the project.	Communicator Organised
Education		
Employment		
Volunteering		
Extra-curricular activity (hobbies, sports, societies, clubs, groups)		

After completing this, look at the **Employability Skills** below and match up your experience with the skills listed. Have you identified any gaps that you need to address? If so, start to think about how you can develop these skills – you can find some ideas of how to do this here: <https://www.salford.ac.uk/careers/career-planning/employability-skills>

We would recommend continuing to add to this document, keeping it as record of evidence of the skills you have developed so that you can refer to them when submitting applications or preparing for interviews.

Employability Skills Definitions

Employability Skill	What does this mean?
	<p>Critical Thinker and Problem Solver: Critical thinkers can judge and evaluate written information, assessing if sources are reliable and credible. They can use this information to make logical and rational decisions. Problem solvers analyze causes of issues and challenges before identifying appropriate solutions, planning how to implement them and reviewing the outcome.</p>
	<p>Innovator and Creative: Seeing things from different angles, spotting opportunities to try something new, or make improvements. Suggesting more effective ways to undertake work that will contribute to meeting personal or business objectives.</p>
	<p>Communicators: Presenting verbal and written information in clear and easy to understand ways, adapting as necessary to be appropriate to the audience. Using active listening to ensure any information being received is understood.</p>
	<p>Organised and Effective: Managing time well to ensure tasks are completed and deadlines are met. Assessing work that needs doing to prioritise tasks from most to least urgent, ensuring objectives are met as efficiently as possible.</p>
	<p>Team Worker: Working with others to meet a shared goal. Having specific responsibilities but also contributing effectively (e.g. communication, problem solving and offering support to fellow team members) to ensure the team meets its goal.</p>
	<p>Proactive Leader: Giving clear direction on objectives, using team strengths to ensure success, monitoring progress and spotting problems before they arise. Being open to change and providing suggestions to improve team effectiveness.</p>
	<p>Digitally Literate: The confidence to use technology. This can include creating software and new media or the ability to effectively use workplace software e.g. Microsoft Office or specialist apps and systems.</p>
	<p>Data Literate: The ability to read, understand and analyze data and statistics to reach conclusions. With the ability to communicate these findings to others.</p>
	<p>Industry Aware: Knowledge of the objectives, values, and challenges faced by organisations in a chosen sector. Awareness of both national and global political, economic and social issues.</p>
	<p>Reflective Lifelong Learner: Lifelong learning is the ongoing, voluntary, and self motivated pursuit of knowledge and skills development for either personal or professional reasons.</p>