

# EMPLOYABILITY SKILLS ASKED FOR BY EMPLOYERS

**Reading, Writing, Speaking & Listening.** Discussions, giving a talk, writing an essay, filling in forms, being able to speak a foreign language, showing parents around on open night!

Using computers, planning & using software applications, searching, inputting & retrieving information. Using computers to write, draw graphs, charts, graphics and to communicate.

Using numbers or graphs. Measuring, collecting information for data handling, making calculations, drawing and using charts and diagrams.

**COMMUNICATION**

**INFORMATION TECHNOLOGY**

**NUMERACY**

Capacity or ability to lead. Being able and willing to offer guidance or direction to a person or a group of people. Organise others, allocate responsibilities, take responsibility.

Planning tasks, agreeing allocation of responsibility, supporting each other, evaluating performance. Helping someone else to do a task, working as part of a team.

**TEAMWORK**

**LEADERSHIP**

Showing a lively interest in a lesson, activity, or pursuit. Answer questions, accept and complete work readily without question.

**ENTHUSIASM**

Recognising when something needs to be done before being told or asked. Including something extra in your work, making decisions about what needs to be done. Showing the readiness, and the ability to start an action

**INITIATIVE**

**PROBLEM SOLVING**

Interpreting situations or information and making conclusions. Planning and organising, reviewing and evaluating a question proposed for solution or discussion, finding a solution to a problem

**TAKING RISKS**

**FLEXIBILITY**

The quality of being adaptable or variable. Show a flexible approach to your learning, continue work in your own time, being able to adapt when presented with a less than ideal situation e.g. a non-specialist room.

**WILLINGNESS TO LEARN**

Accept new challenges cheerfully and with enthusiasm. Accepting new coursework opportunities, homework and learning opportunities.

Not being afraid to try or do something different, embracing change. Showing imagination in your work, trusting your own abilities without always seeking confirmation.