



## Personal Skills Audit

**These are skills required not only to gain employment but also to progress within the work place. You develop new skills from work experience and from your life experience.**

1. Put a tick beside any of the skills/qualities you think you have. Remember you will be asked to provide evidence of it at interview!
2. Narrow down your list to what you consider to be your top ten.

### Personal Skills

Organisation	<input type="checkbox"/>	Coping with stress	<input type="checkbox"/>
Time keeping	<input type="checkbox"/>	Self-awareness	<input type="checkbox"/>
Time management	<input type="checkbox"/>	Working to deadlines	<input type="checkbox"/>
Planning	<input type="checkbox"/>	Multi-tasking	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	Prioritising	<input type="checkbox"/>
Work quickly/ accurately	<input type="checkbox"/>	Working under pressure	<input type="checkbox"/>
Using initiative	<input type="checkbox"/>	Assess and evaluate my own and others work	<input type="checkbox"/>

### People Skills

Team work	<input type="checkbox"/>	Networking	<input type="checkbox"/>
Customer service skills	<input type="checkbox"/>	Negotiating	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	Handling Complaints	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	Management/Supervisory experience	<input type="checkbox"/>
Communication (oral and written)	<input type="checkbox"/>	Persuasiveness and influencing	<input type="checkbox"/>
Presenting/ Making speeches	<input type="checkbox"/>		

### Technical Skills

Collecting and analysing data	<input type="checkbox"/>	Use sign language	<input type="checkbox"/>
Foreign languages	<input type="checkbox"/>	Write reports	<input type="checkbox"/>
Technical skills/ Knowledge specific to industry	<input type="checkbox"/>	Occupational area specific knowledge/ information	<input type="checkbox"/>

### General Skills

Problem solving	<input type="checkbox"/>	I.T.Skills	<input type="checkbox"/>
Decision making	<input type="checkbox"/>	Identifying/evaluating options	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	Editing/summarising information	<input type="checkbox"/>
Arrange events and activities	<input type="checkbox"/>	Identifying problems (troubleshooting)	<input type="checkbox"/>
Business/Commercial awareness	<input type="checkbox"/>		

**Qualities Sought by Employers**

Enthusiastic/willing to learn	<input type="checkbox"/>	Proactive	<input type="checkbox"/>
Honest	<input type="checkbox"/>	Cooperative	<input type="checkbox"/>
Reliable/dependable	<input type="checkbox"/>	Trustworthy	<input type="checkbox"/>
Resilient	<input type="checkbox"/>	Fair	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	Patient/Calm	<input type="checkbox"/>
Can accept criticism	<input type="checkbox"/>	Energetic	<input type="checkbox"/>
Hardworking	<input type="checkbox"/>	Socially confident	<input type="checkbox"/>
Conscientious	<input type="checkbox"/>	Optimistic	<input type="checkbox"/>
Sensitive to other	<input type="checkbox"/>	Respectful	<input type="checkbox"/>
Assertive	<input type="checkbox"/>	Polite	<input type="checkbox"/>
Friendly/likeable	<input type="checkbox"/>	Original	<input type="checkbox"/>
Outgoing	<input type="checkbox"/>	Detail orientated	<input type="checkbox"/>
Driven/ambitious	<input type="checkbox"/>	Adaptable/flexible	<input type="checkbox"/>
Independent	<input type="checkbox"/>	Able to take responsibility	<input type="checkbox"/>

The employability **skills** I have are:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

The employability **qualities** I have are:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

**REMEMBER** - when saying you have certain skills you need to be prepared and be able to demonstrate **HOW** you have **EFFECTIVELY** used this skill

Some sources of examples are more prized among employers than other -



**Gold Standard**

Employers **MOST** value examples from

- Placements/internships
- Part time Jobs/ holiday work
- Voluntary work
- DegreePlus

**Silver Standard**

The second best option is to give examples from academic experiences

- Practical/Technical knowledge
- Project/ research work
- Student representation
- Clubs and societies
- Enterprise programmes
- Courses and Seminars



**Bronze Standard**

You can give examples from hobbies and interests

- Sports
- Music
- Drama
- Travel
- Languages
- Charity Interests



Anything that involves teamwork or skill will be highly desirable