

What Employers Are Looking For

In addition to the formal qualifications you get from a University, TAFE or through an apprenticeship or traineeship, employers are often interested in what they describe as ‘employability skills’ when deciding who to employ in their business.

Australian employers have identified 8 groups of **skills** they consider to be essential to successful workplace performance. These 8 skills are important regardless of where you work or what kind of work you do.

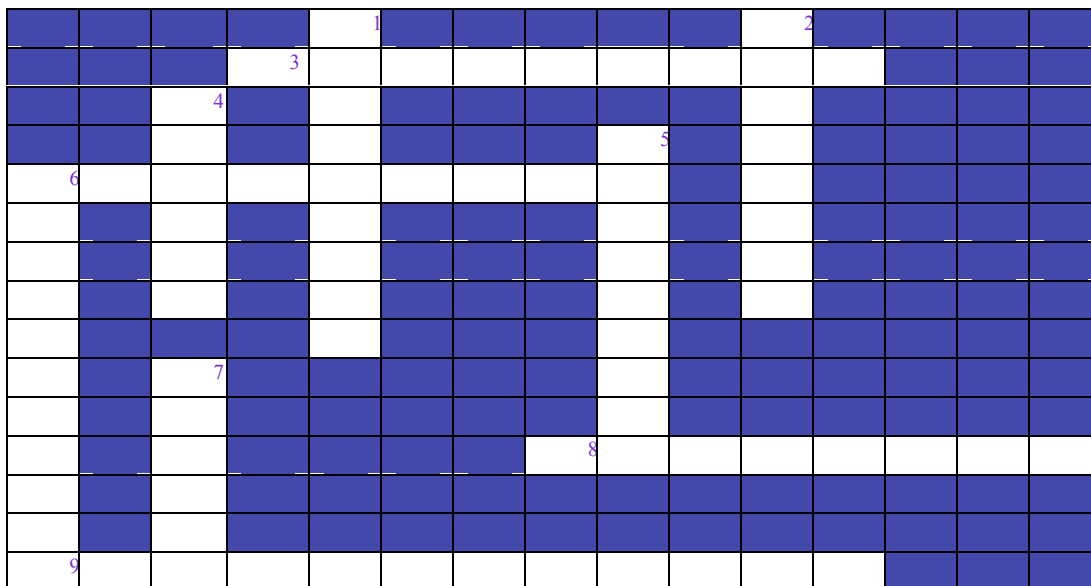
Draw a line to match the *employability skill* with the definition that best fits it:

Employability skill	Definition
Communication Skills	Can come up with solutions to problems
Team-working Skills	Able to come up with smarter ways of doing things
Problem-solving Skills	Can do the things that need to be done to achieve goals
Innovative and Enterprising Skills	Always like to learn new things and improve your skills
Planning and Organizing Skills	Can listen to others and pass on relevant information
Self-management Skills	Able to use technology to get things done quicker
Learning Skills	Able to prioritize your time effectively

How do you think school helps you to develop these employability skills?

In addition employers are asking that young people will look more attractive to employ if they have also developed certain personal **attributes**.

Complete the crossword and identify some of the many *employability attributes*.



Across:

- Doesn't have to be pushed into doing things
- Not give up
- _____ presentation is important
- Always happy and willing to give things a go

Down:

- Feels good about themselves
- Does what they say they will do
- A person who has this, is fun to be around
- Can do many different things
- Acts responsibly
- Can be trusted

Words to choose from:

The words that follow are all *employability attributes* but there are more words than you need so you will have to choose from the list.

Loyal * **Committed** * Honest * **Enthusiastic** * Reliable * **Personal** * Commonsense * **Humour** * Adaptable * Confident * Motivated * Able to deal **with pressure** * Balanced attitude between work & home

Which ones of these do you think are your strengths? _____

Which employability skill(s) is/are your strengths? _____