

WHAT EMPLOYABILITY SKILLS DO YOU NEED?

Getting your first job can be challenging, particularly when you may not be sure what the employer is looking for in a recruit. Gaining key employability skills will help you present yourself to possible employers in the best way.

WHAT ARE 'EMPLOYABILITY SKILLS'?

It's a term used to describe the skills that have been identified as the most useful skills for any job. They can be broken down into 3 groups:

1

FUNCTIONAL SKILLS

This includes the more practical skills, such as being able to use IT and numeracy effectively.

2

PERSONAL SKILLS

This category features skills like working well in a team, being a good communicator and time management.

3

ATTITUDES, VALUES & HABITS

This is all about how you think and behave - are you confident and enthusiastic about the job? Employers need to see that you would be a good fit for their company.

KEY SKILLS THAT WILL IMPRESS A POTENTIAL NEW BOSS:



NUMERACY

Employers want to know that numbers don't frighten you. Numeracy skills support so many essential tasks that we carry out at work - you don't need to be a maths whizz but it's important to know the basics and be willing to learn.



ICT

Computers are a big part of most workplaces, so being IT literate is crucial for any employee.

TOP TIP: if your IT skills aren't as good as they should be, look for local classes - it'll help you in the long run!



PROBLEM SOLVING

Things can go wrong at work, so it's important to be able to solve problems in any job. Knowing the different ways of approaching issues and keeping a cool head is key to mastering this essential skill.



TEAMWORK & COMMUNICATION

The way that we communicate with people influences how they think about us. Having a good attitude and being aware of how we talk to people goes a long way in being a good team player.



SELF-MANAGEMENT

You'll be responsible for yourself at work and employers need you to know the importance of managing your own time and presenting yourself well.



LANGUAGE

You'll be expected to read important documents, send emails and maybe even use social media at work, written communication is definitely a vital skill to have in the bag.

TOP TIP: Write down the skills that you already have and then think of a few ways to improve the ones that you might not be so good at - it'll be helpful when you need to apply for a job.

FIND OUT MORE: Want to know more about what employers are looking for? Check out Karen Holmes' **What Employers Want** for more info about how to impress in a job application.

