**Employability skill definition**

“A set of attributes, **skills** and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy". <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2009/future-fit-preparing-graduates-for-the-world-of-work.PDF>

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| --- | --- | --- | --- | --- |
| **Employability skills** | **Do you have this skill**  **Yes No** | | **If yes, score 1-5**  (1=least skilled, 5 = most skilled)   * **State how you can evidence this.** * **State how you can improve your existing score.** | **If No, state who you could gain this skill. List potential opportunities within your studies and outside of campus.** |
| **e.g. Self-Management** | x |  | (4) **Evidence**: Use of outlook, Notebook and reference software at uni. Part time role – support at short notice. Seek constructive feedback to develop knowledge and skills – seen in improved grades and increased job responsibility over last 2 yrs. Changes during COVID 19  **Improve**: Need work experience from sector want to go into |  |
| **Team Work**  Respecting others, co-operating, negotiating/persuading, contributing to discussions |  |  | () **Evidence**:  **Improve**: |  |
| **Intercultural Awareness** Everyday conversational ability, general awareness of cultural differences |  |  | () **Evidence**:  **Improve**: |  |
| **Communication, interpersonal skill & Literacy**  Application of literacy, ability to produce clear, structured written work and oral literacy - including listening and questioning |  |  | () **Evidence**:  **Improve**: |  |
| **Negotiation and Influencing**  Ability to change others’ attitudes, opinions or behaviour through discussing an issue with one or more other people to determine ways to reach agreement and mutual satisfaction |  |  | () **Evidence**:  **Improve**: |  |
| **Leadership**  leading others, helping people perform, meeting objective, adapting leadership style |  |  | () **Evidence**:  **Improve**: |  |
| **Complex Problem Solving & numeracy**  Analysing facts and situations and applying creative thinking to develop appropriate solutions, general mathematical ability |  |  | () **Evidence**:  **Improve**: |  |
| **Project Management** Planning, organising, motivating, and controlling resources to achieve specific goals |  |  | () **Evidence**:  **Improve**: |  |
| **IT skills**  Basic IT skills  Cloud software |  |  | () **Evidence**:  **Improve**: |  |
| **Self-Management**  Readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management |  |  | () **Evidence**:  **Improve**: |  |
| **Emotional Intelligence** Capacity to be aware of, control, and express one’s emotions, and to handle interpersonal relationships effectively |  |  | () **Evidence**:  **Improve**: |  |
| **Critical Thinking Ability** to understand, analyse, and interpret information and draw conclusions |  |  | () **Evidence**:  **Improve**: |  |
| **Business & Commercial Awareness**  Basic understanding of the key drivers for business success, need to provide customer satisfaction and build customer loyalty |  |  | () **Evidence**:  **Improve**: |  |