Employability Skills

What does employability mean?

Employment is the process of getting a job, whereas employability is about the skills, knowledge and attributes that you need to successfully gain and maintain employment.

So, what do employability skills look like?

Employability skills are the 'soft' skills employers want candidates to demonstrate to show that they can work well in an organisation. These skills are also essential to become a successful entrepreneur or if you plan to work freelance on projects with clients.

Why are they important?

On completion of university, you will be competing against graduates that have attained similar qualifications to yourself. The ability to showcase these employability skills through applications and interviews, as well as apply them in the role, can set you apart and demonstrate to an employer that you are a competitive candidate.

What's more, employability skills are transferrable, meaning should your job role change, or you wish to move into a new career, set up a business or go for a promotion, your employability skills come along with you!

How do I recognise my employability skills?

The good news is, most of us already have these skills and it is about reflecting on what you have experienced, identifying your skill set and understanding how to demonstrate them.

Much of the ordinary, everyday activity that you undertake as a student can help you develop your employability skills. For example, writing a presentation as part of your university course shows your **written and verbal communication** or creating a clear, well formatted CV shows your **attention to detail**.

Find out which employability skills employers value using the QR code below, on this page you can take your first step in identifying the skills you already have, by conducting an online skills audit assessment. You will be able to find a selection of assessments on the Office for Student Skills Development page and a link to use the National Careers Service Skills Checker.

Next, reflect on EVERYTHING you have done - think about your experiences so far, such as university, volunteering, internships, placements, part time work, hobbies, extracurricular activities - everything! What did you do last week? Could you reflect and pick out one skill that you used and write down your example of applying this skill?

To help you do this, we have created a handy Employability Skills Checklist (scan the QR code below to see it), where you can start to record examples of when you have used or developed these skills. These examples will help you during the recruitment process to show an employer **how** you have applied the skill in practice.

Further Support:

The Careers and Enterprise service have a range of online resources, services and opportunities to assist you in moving towards your longer-term career goal. You can find out more information here:

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