Career Ahead Employability Skills Audit

Name: ______

Student Number:

Score each of these **Skills** areas on a scale of one to four – using the following scoring criteria: A space has also been provided for you to briefly reflect upon your own skills and your awareness of them.

- 1. I am not very knowledgeable or confident in this area (WEAK)
- 2. I have some skills, but would like to improve (OK)
- 3. I am comfortable, knowledgeable and confident in this area (STRONG)
- 4. I am an expert and currently need no further development (PRO)

Teamworking

Able to work with others on a shared task or project. Awareness of and the ability to cooperate and adjust to the operational styles for others.

1 2 3 4	1	2	3	4
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Oral Communication

Able to give clear and concise information, using suitable language and style with the ability to articulate your understanding and listen to others.

1	2	3	4

Written Communication

Ability to write well-constructed, well presented essays, reports and correspondence for a variety of audiences.

3

4

2	

Presentation Skills

Present information clearly and concisely to a specific audience using appropriate technology. Able to engage the attention of your viewers.

1 2 3 4

Influencing and Persuading Skills

1

Ability to sway others to your way of thinking or that your ideas are the best course of action to take.

1 2 3 4

Negotiation Skills					
Able to facilitate an individual or group decision to reach an agreement or outcome in a clear and respectful manner.					
	1	2	3	4	
Leadership					
Able to provide example.	e direction, motivatio	on and support to othe	ers, utilizing people's si	rengths and leading by	
	1	2	3	4	
Initiative / Crea	ativity				
Able to support or standard me	=	new idea or way of wo	rking, to innovatively	make changes to existing	
	1	2	3	4	
Time Management					
-	nent and Prioritising		diastions and consequ	anaas to an action and	
planning accord		tasks, the relative imp	Dications and consequ	ences to an action and	
	1	2	3	4	
Problem Solvir	ng and Decision Mak	ing Skills			
	-	-	ppropriate method to	overcome a challenging	
situation, asser	tively making decision	ons based upon an app	licable and systematic	approach.	
	1	2	3	4	
ICT (Computer)					
ICT (Computer)	-	as a great proposi	ng databasas Dowar (Deint enroadebaate web	
Ability to use appropriate IT packages, e.g. word processing, databases, Power Point, spreadsheets, web development, email, any work related relevant IT packages.					
	1	2	3	4	
Numeracy Skills					
Confidently manage to cope with numerical problems that occur on a daily basis.					
	1	2	3	4	
Analytical / Descents Chills					
Analytical / Research Skills Critically analyse information, and logically extract, organize, understand and evaluate data/evidence.					
circically analys	1		3	4	
	-	-	-	-	

Commercial A	wareness					
Able to show an understanding into how organisations work and relate this to the broader world of industry and business.						
	1	2	3	4		
Self-Managem	ent					
Manage and dependent of the personal grow		ning by identifying mo	tivations and objectiv	es, evaluating your own		
	1	2	3	4		
Positive Appro	oach / Motivational S	skills				
	•		cipate, willing to be op	pen to new ideas with a		
determination	and energy to succe	ed.				
	1	2	3	4		
Self-Awareness						
Awareness of your strengths and skills but also your weaknesses, with the confidence and ability to articulate the skills you have.						
	1	2	3	4		
Flexibility / Ad	laptability					
Ability to adapt to new circumstances whilst also anticipating possible change and dealing with this positively.						
p • • • • • • • • • •	1	2	-			
	1	2	3	4		
Project Manag		2	3	4		
Ability to plan,	ement / Planning	2 e resources leading to				
	ement / Planning					

Additional Skills / Future Career Skills

The Skills Audit Tool (above) is a generic tool to allow you to review a wide range of personal, academic and employability skills. The following section has been deliberately left blank. This will allow you to review your skills in relation to a specific career path i.e. IT Managers will need a different set of skills to a Social Worker.

Thinking about your current career plans, visit the website(s) of relevant Professional Bodies, view job descriptions and draw up your own list of **Future Career Skills**.

For each of these skills - enter a description of that skill and assess yourself whilst bearing in mind the requirements expected for your intended role.

Future Career Skill 1: Describe this skill:				
Your skill level:	1	2	3	4
Future Career Skill 2: Describe this skill:				
Your skill level:	1	2	3	4
Future Career Skill 3: Describe this skill:				
Your skill level:	1	2	3	4
Future Career Skill 4: Describe this skill:				
Your skill level:	1	2	3	4
Future Career Skill 5 Describe this skill:				
Your skill level:	1	2	3	4
Future Career Skill 6: Describe this skill:				
Your skill level:	1	2	3	4

Skills Reflection

Discuss your awareness of these skills (prior to completing this audit). Were there any surprises? Did you feel you scored yourself honestly?