

Employment Bootcamp 2021

What are my employability skills?

How do you demonstrate your skills when you're looking for your first job and don't have any paid work experience?

The good news is we each learn and develop skills through the range of experiences in our lives. Working on a group assignment, managing your study timetable, playing in a sports team or doing volunteer work can all show potential employers that you've got real skills to bring to the job.

HOW TO USE THIS RESOURCE

Below is a list of skills employers may look for when recruiting for entry-level jobs. For each skill, there is a list of examples that may highlight how you have demonstrated your abilities. Select the examples that relate to your life and personal experiences, or add your own.

Team work	<input type="checkbox"/> Playing in a sports team <input type="checkbox"/> Performing in the school musical or helping out backstage <input type="checkbox"/> Working on a group assignment at school <input type="checkbox"/> Participating in a youth committee at school or in the community <input type="checkbox"/> Taking part in an inter-school competition <input type="checkbox"/> Helping another student with a school task you're good at <input type="checkbox"/> Other
Time management	<input type="checkbox"/> Submitting all of your school assessments/tasks on time <input type="checkbox"/> Planning how to use your time during online learning <input type="checkbox"/> Prioritising how to study and complete tasks

	<input type="checkbox"/> Having a schedule for your schoolwork, hobbies and other commitments <input type="checkbox"/> Planning a journey to a new location using public transport <input type="checkbox"/> Other
Communication	<input type="checkbox"/> Asking your teacher to clarify something if you're unsure <input type="checkbox"/> Sharing your knowledge of a topic with others <input type="checkbox"/> Writing assignments, letter or emails (formal writing) <input type="checkbox"/> Delivering a verbal presentation (eg: at a school assembly) <input type="checkbox"/> Interacting with someone who speaks a different language <input type="checkbox"/> Other
Planning skills	<input type="checkbox"/> Setting a budget or savings plan <input type="checkbox"/> Using a 'to do' list to manage your school work or other tasks <input type="checkbox"/> Organising a birthday party or other group activity with friends <input type="checkbox"/> Being a part of a group project where you need to divide tasks amongst group members <input type="checkbox"/> Setting a goal and developing a plan to achieve it (for example, training for a half-marathon by building up running distance) <input type="checkbox"/> Other
Initiative	<input type="checkbox"/> Making suggestions to improve something at school or in another group you're a member of <input type="checkbox"/> Seeking feedback from your teachers to improve your marks or a sports coach to improve your performance <input type="checkbox"/> Participating in volunteering or leadership activities <input type="checkbox"/> Going 'above and beyond' with a task to ensure your success (for example, putting in extra effort on a school assignment)



	<input type="checkbox"/> Identifying opportunities where you can help someone else – in your family, your class or your community <input type="checkbox"/> Other
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HOW TO SHOW YOUR EMPLOYABILITY SKILLS

Most importantly, make sure your employability skills are listed on your resume!

You might also like to practice giving examples in a job interview. Use the script below as a guide.

When answering questions in an interview, you should try to use the “STAR” model to describe:

Situation – where the example you are referring to took place

Task – what you were trying to do or achieve

Action – what action you took

Response – what the outcome was

For example:

Interviewer: Can you tell me about a time when you have shown? (choose one of the skills listed in part one above)

<i>Applicant:</i>	<i>Yes, this example relates to when I was</i>	<i>(situation)</i>
	<i>We were trying to</i>	<i>(task)</i>
	<i>To help achieve this I ...</i>	<i>(action)</i>
	<i>As a result ...</i>	<i>(result)</i>

Example answer:

*Yes, this example relates to when I joined my local soccer club. We were trying to improve our performance on field as a team, but had a weakness in goal kicking.
To help my team, I volunteered to spend more time on weekends helping my team mates. Goal kicking is a strength of mine, and I thought I could help others to improve their skills.
As a result of this extra time and practice, our team finished third in the league and I was made team captain for the following season.*

