



# WAYS TO IMPROVE YOUR EMPLOYABILITY

## Have you got all the skills you need to land your dream job?

Whatever you're looking to do with your future, you're going to need some core skills behind you. Skills that will enable you to make an impact in your career right from the outset. And that you can keep on developing throughout your career. There are all sorts of places where you could have gained them. It could be through your course, a part-time job or a hobby. Or from somewhere else altogether. Either way, this guide should help you to identify the qualities employers are likely to be after, and to work out how you can evidence them.

# 1

**It's getting the most out of others – and yourself.**

Have you helped someone else with something they're finding difficult?

## Personal development

All employers will want to know that you're committed to your own self-development. And that you're just as confident when it comes to developing other people. There are lots of ways you can demonstrate these skills. It could be that you've undertaken a learning opportunity that went above and beyond the requirements of your course. It might be that you've overcome a difficult obstacle or that you've adapted your approach after listening to feedback. Or you could have gone out of your way to learn a new skill, like a foreign language. What's important is that you believe in pushing yourself, and that you can show it.

Select the questions below that you feel you've achieved

Are you involved in any mentoring schemes or equivalent, perhaps at a local school?

Have you overcome your nerves to present to a large group of people?

Have you set yourself specific personal objectives – and met them?

If things don't go as well as you'd planned, do you pick yourself up and learn from it?

Have you picked up any new skills in the last couple of years, like learning to drive?

# 2

## It's making yourself heard

Have you ever communicated something in front of an audience?



## Communication

Wherever you're looking to take your career, you'll need to show that you're a confident communicator. Employers look for people who know how to get their point across clearly, articulately and professionally. When it comes to writing, accuracy is key, so it's well worth triple checking your application forms. Just as importantly, you should be a good listener – you'll take other people's opinions on board and you'll actively seek out feedback. You won't be afraid to talk to a group and you'll know how to bring other people round to your way of thinking. So how can you show that you have these skills? You might have presented to a large audience. Or written a document that made other people take action. You could have taught someone else how to do something new, or negotiated a deadline with a tutor. The important thing here is that as well as having plenty of examples, you know how to convey them to employers.

Select the questions below that you feel you've achieved

Have you presented on your course or to a club or society?

Have you had to write speeches, manifestos or business cases?

Have you given clear and appropriate instructions to others?

Have you used your powers of persuasion to get funding or agreement for a proposal?

Can you think of a time when you've actively listened to other people's opinions?

# 3



## It's going that little bit further

Have you ever come up with a new and better way of doing something?

## Creativity and innovation

Successful organisations are fuelled by good ideas. Which is why you should be able to demonstrate that you're creative in your thinking and innovative in your approach. Employers will want to know that you can come up with interesting suggestions, that you're always looking for better ways of doing things and that you can approach problems from different angles. It could be that you've come up with a new process that enables you to carry out research more efficiently. Or that you've encountered a challenge in your part-time job, and applied some lateral thinking to overcome it. It might be that you've come up with an interesting new way to market a club or society. And remember, good ideas come in all sorts of shapes and sizes – the best ideas aren't necessarily the biggest.

Select the questions below that you feel you've achieved

Do you bring a fresh approach to each task you undertake?

Can you think of a time when you've had to be creative in your thinking?

Have you ever come up with a new idea that was adopted?

Can you provide an example of a time when you had to use your creativity to solve a problem?

Have you ever used unusual resources to complete an assignment?

# 4

## It's supporting other people

Can you think of a situation where you've worked in a team to achieve a common goal?



## Teamwork

The ability to get along with others and lead a team to success is vital to any organisation. After all, whatever your role, you can be confident that you'll be working towards the same goals as your colleagues. It means you'll need to demonstrate that you're a natural team player and in particular, that you can adapt your style to accommodate others if you need to. There are plenty of places where you could have developed these skills. You might be a member of a sports team, club or society – you might even head one up. You could have done group work as part of your degree. Or have worked alongside lots of other people in a summer job.

Select the questions below that you feel you've achieved

Are you a member of a sports team, club or society?

Have you flexed your style to work better with others?

Have you provided leadership to a group?

Have you thought about what qualities you can bring to a team?

Have you actively contributed to a project which relied on team success?



































