

Employability skills: > Checklist



“To be employed is to be at risk, to be employable is to be secure” – Peter Hawkins

- Descriptions of all the skills terms used below are found at the end of this audit
- For each skill, clearly describe at least one specific activity to show how you effectively used the skill
- Tick “Study / Work / Social” as appropriate to ensure you use examples from all areas of your life

PEOPLE SKILLS	<i>Study</i>	<i>Work</i>	<i>Social</i>	<u>YOUR</u> EXAMPLES OF USING THESE SKILLS
Team working				
Leadership				
Interpersonal				
Customer orientation				
Oral / written communication				
Cultural Awareness				

SELF-RELIANCE SKILLS	<i>Study</i>	<i>Work</i>	<i>Social</i>	
Self-awareness / confidence				
Self-promotion				
Initiative, proactivity, self motivation				
Networking skills				

Willing to learn	<i>Study</i>	<i>Work</i>	<i>Social</i>	
Action planning and self regulation				

GENERALIST SKILLS	<i>Study</i>	<i>Work</i>	<i>Social</i>	
Problem-solving / intellectual				
IT/computer literacy				
Flexibility and adaptability				
Numeracy				
Business acumen				
Commitment				

SPECIALIST SKILLS	<i>Study</i>	<i>Work</i>	<i>Social</i>	
Company-specific				
Technical skills / knowledge				
Understanding commercial goals of company				

Adapted from resources produced by Birmingham City University Careers Service www.bcu.ac.uk/student-services/careers and The Art of Building Windmills – Peter Hawkins 1999; Graduates Work - CRQ 1997 See also www.windmillsprogramme.com for details.