

Skills for employment



Name

Centre

Employers often have a whole lot of applicants for a single job opportunity. How do they decide who to pick?

Here are some of the things they look for to show them how well an applicant would fit into their organisation. Look at each skill or attitude and write down why you think it's important.

Skills or attitudes employers often look for	Why this skill or attitude is important
good time keeping and attendance	
consideration for others	
health and safety awareness	
number skills	
self confidence	
being able to work in a team	
being flexible	
having a positive attitude to your work	

being able to take the initiative	
asking for feedback and acting on it	
being able to follow instructions	
communication: listening, reading, talking, writing	
being able to plan and organise	
having the confidence to ask questions to help you make progress	
IT skills	
being willing to learn	
managing your time effectively	
understanding different roles and responsibilities in the work place	
effective preparation for the job or work place	
respecting other people's point of view	

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Please pick from the list **five** attitudes or skills that you consider **necessary** for success in employment.

Skills or attitudes employers often look for	Why this skill or attitude is necessary
1.	
2.	
3.	
4.	
5.	

Now please think about your own skills and attitudes. Identify skills or attitudes that you feel you could be working on to help your job prospects. You may pick them from the list or include others not on the list.

Skills or attitudes employers look for	Skills or attitudes I could work on	What I will do to develop them