

The Top Ten Employability Skills Checklist

Look at all the things on the list below and ask yourself, “How good am I at this?”

Note the ones you’re good at and write down examples of when you have used them. Don’t forget your hobbies and interests as they demonstrate your skills

Note the ones you need improve and work out how you can do so – your parents and teachers can help you with this.

- **Excellent verbal communication skills** – can you speak clearly and talk to people effectively, face to face, in a group and on the phone?
- **Good written communication skills** – can you write, spell and express yourself clearly in an essay, in an email and in a letter?
- **Team work skills** – do you work confidently and communicate well with other people in a group, to achieve a common goal? Are you prepared to help others and put their needs before your own?
- **Good research skills** – can you gather and analyse information in an organised way, to solve problems and answer specific questions?
- **Lots of initiative and self-motivation** – can you work things out, spot a good solution to a particular problem, come up with good ideas, be proactive and sort things out on your own?
- **Lots of drive** – are you always determined to get things done, make things happen and find the best way of doing them? Do you approach all your projects with energy and enthusiasm?
- **Excellent planning and organisational skills** – can you plan and organise things efficiently?
- **The ability to be flexible at work** – can you adapt quickly and successfully to changes in your situation or your surroundings?
- **The ability to manage your time** – can you prioritise tasks, work to strict deadlines and manage your time successfully?
- **Business awareness** – when you’re filling in an application form for a job or going for an interview, do you prepare properly by doing some serious research into the people or the business you want to work for, so that you’re ready for their questions – and have some of your own to ask?

Having trouble identifying your skills and qualities? Then here are a couple of quizzes that will help [skills map](#) and [buzz quiz](#)

For further guidance or to speak to a Careers Adviser, please email
careers.service@hants.gov.uk