

# What makes you employable?

*Do you know that employers usually look for a combination of the following when hiring?*

## JOB SKILLS EMPLOYABILITY SKILLS PERSONAL ATTRIBUTES

*Do you know what they mean and the difference between them?*

It is important when applying for jobs that you think about all of your skills (work, volunteer, education, sport, home duties) and about how they may relate to the position you are applying for.

**JOB SKILLS:** are the specific skills that are required to do the job. These might include technical skills such as cutting hair or using a welder. They may be more general such as selling or customer service.

**EMPLOYABILITY SKILLS:** are the skills that everyone needs to have regardless of the job. These are:

- Communication skills
- Teamwork skills
- Problem solving skills
- Initiative and enterprise skills
- Planning and organisation skills
- Self management skills
- Learning skills
- Technology skills

**PERSONAL ATTRIBUTES:** are not skills but are the “qualities” that employers look for in potential employees. These include:

- Loyalty and commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal presentation
- Commonsense
- Ability to deal with pressure
- Motivation
- Adaptability

“Every employer will seek a mix of these skills when they are employing people.”

“When you are applying for jobs make sure you include relevant skills on your resume and application – there is no such thing as ONE resume!!!”



Career Development Centre