

Employability Skills

Get work ready and get going places!

Employability skills or “soft skills” are a set of skills or competencies that help you get, and then keep, a job.

Your employability skills help give a potential employer “proof” that you will be a great addition to their company. It can show them you have a good attitude and are reliable, that you are willing to learn new skills, that you can work in a team, and that you can talk professionally to customers and so on.

New Zealand and international employers tell us these skills are essential for getting and keeping a job.

TIP!

Having great employability skills and being work ready is incredibly important to employers. Getting these skills right, will help you get a job!

Check out the following website for more useful information:
www.youthguarantee.net.nz

What are the Employability Skills? What do Employers Want?



1. Positive attitude

This means you are positive, optimistic, honest and have a “can do” attitude; you’re also happy, friendly and enthusiastic and motivated to work hard towards your goals.



2. Communication

You are a good communicator who speaks, listens and shares ideas appropriately; you ask questions when you’re unsure and you understand how important it is to communicate well with customers, other employees and your employer.



3. Team work

You work well with others to complete tasks and meet goals; you contribute to developing new ideas and you work well with others from different backgrounds, genders or beliefs. You also follow directions and respect the authority of supervisors and managers.



4. Self-management

This means you arrive at work on time, with appropriate clothing and equipment to complete a work day. You’re dependable, follow instructions, act responsibly and show commitment. You also take responsibility for your own health and wellbeing, and follow health and safety guidelines in the workplace.



5. Willingness to learn

You are willing to learn new tasks, skills and information and you’re curious and enthusiastic about the job, organisation and industry. You accept advice, learn from feedback and look for opportunities to work more effectively to make the business better.



6. Thinking skills

You can recognise problems and use initiative to find solutions; you think about consequences and assess options before making a decision. You also recognise when you need to seek advice.



7. Resilience

You are adaptable and flexible in new and changing situations; you can handle challenges and setbacks and don’t give up. You also seek help and support when needed and learn from your mistakes.