Consider your skill development to date. Have you developed these skills at work, university or in other environments within the community? If you have a good example of where you have demonstrated a skill, write it in the space provided. If you don’t have an example, then select the ‘YES’ option in the column for ‘Need to gain or further develop this skill’. List possible tasks or actions you could take to develop these skills.

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| **Employability Skills** | **Workplace example** | **University example** | **Community/**  **other example** | **Need to gain or further develop this skill** | **Possible actions**  **(during your internship)** |
| **Team work and collaboration**   * Working cooperatively and collaboratively with others in a group, to achieve a common goal or outcome * Individuals or organisations working together to solve problems and achieve outcomes that are not easily or effectively achieved by working alone. |  |  |  | Yes / No |  |
| **Communication**   * Verbal - listening, understanding and speaking directly and clearly * Written - reading, writing, understanding and interpreting information to meet your audience's needs * Interpersonal - connecting with people, working in a team and building rapport with others. |  |  |  | Yes / No |  |
| **Critical Thinking**   * Identifying the problem and working towards a practical solution through trial-and-error, or a range of strategies * Having creative ideas and using critical thinking to tackle unfamiliar or complex problems. |  |  |  | Yes / No |  |
| **Planning and Organising**   * Ability to organise your own time and prioritise your own workload effectively * Prioritising tasks according to urgency, importance and availability of resources * Ability to implement work in manageable chunks to achieve goals according to deadlines |  |  |  | Yes / No |  |
| **Employability Skills** | **Workplace example** | **University example** | **Community/**  **other example** | **Need to gain or further develop this skill** | **Possible actions**  **(during your internship)** |
| **Independent, initiating and proactive**   * Showing independence and being proactive in your approach to career and life * Adapting easily to new situations- change is not seen as a barrier, but as an opportunity for growth and development * Innovation and creativity to generate new ideas or alternative perspectives that may be useful in solving problems, improving communication, and entertaining or inspiring others. |  |  |  | Yes / No |  |
| **Leadership**   * Ability to influence others toward the achievement of a goal * Making use of self-reflection to review your strengths and weaknesses and to set clear goals and responsibilities * Knowledge and confidence in your own ideas and vision, and not being afraid to show leadership potential. |  |  |  | Yes / No |  |
| **Resilience**   * Adapting positively to a situation despite facing adversity * Coping with stress and adjusting to challenging circumstances * Ability to rebound from stress in the face of challenge. |  |  |  | Yes / No |  |

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| **Employability Skills** | **Workplace example** | **University example** | **Community/**  **other example** | **Need to gain or further develop this skill** | **Possible actions**  **(during your internship)** |
| **Research and analysis**   * Collecting and summarising data into a manageable form * Analysis to determine what happened and why it happened * Having proficient generic IT literacy to use digitally based technologies, systems and communications equipment * Understanding concepts and language associated with the digital world and the capacity to understand and work with emerging/accepted etiquette and risks associated with online environments. |  |  |  | Yes / No |  |
| **Ability to learn from situations and events**   * Willing to learn in any setting, in and out of University and on or off the job * A lifelong commitment to learning and seeing the value in past experiences and recognising new opportunities to grow * Being prepared to invest the time and effort to gain more knowledge and develop new skills. |  |  |  | Yes / No |  |
| **Ability to tackle unfamiliar problems**   * Ability to understand and accept change within a workplace e.g. creating a new process to effectively perform a task * Ability to implement a process to solve a problem you have never been faced with. |  |  |  | Yes / No |  |

**Taking steps**

**What do you need to do to build your employability? What are your priorities for developing your skills during your internship? Consider the skills you need to develop to enhance your career.**

|  |  |  |  |
| --- | --- | --- | --- |
| What skills/capabilities do I want to work on? | What actions can I take? | What obstacles or difficulties might I encounter? | When will I undertake these tasks and strategies? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |