

## EMPLOYABILITY SKILLS

*"It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is most adaptable to change".*

*Charles Darwin, The Origin of Species, 1859*

Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee.

According to Forbes<sup>1</sup> some of the employability skills which have gained prominence in 2022 are:

- Empathetic Listening
- Agility, Flexibility and Adaptability
- Modern Communication
- Emotional Intelligence
- Creative Thinking
- Networking Skills
- Data Analysis
- Objective Self-Recognition
- Critical Thinking
- Hybrid/Remote Teamwork

This assignment consists of 6 parts, helping you to understand what job you are seeking, and the path to attain your objectives:

1. Self-management tests
2. LinkedIn update in English
3. Curriculum Vitae (CV)
4. Motivation letter
5. Applying for a job (job application form + email)
6. Preparing for a job interview

---

<sup>1</sup> Employability Skills 2022, Forbes Human Resources Council (11/08/2022), <https://www.forbes.com/sites/forbescoachescouncil/2022/08/11/15-skills-employers-seek-in-2022-and-ways-to-gain-them-midcareer/?sh=81c7ac8481a8>

## 1 *Self-management Tests*

To produce your online CV on LinkedIn, you will do some self-tests to establish awareness concerning your current knowledge, skills and attitudes for your status quo LinkedIn profile. Don't think too long about the statements; there are no right or wrong answers. Your spontaneous answer is usually the most accurate. The suggested tests are:

### 1) **16 Personalities (10')**

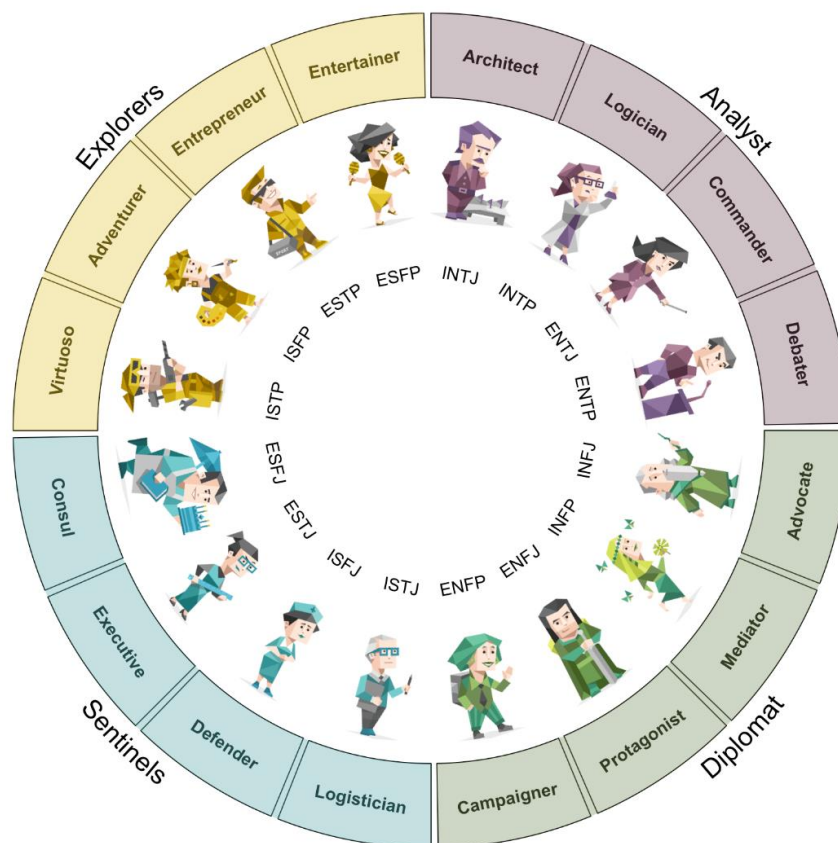
[16 personalities](#) is a short personality test that helps with communication within the team and uncovers general strong points and weaknesses of every team member. The test evolved from the Myers-Briggs Type Indicator (MBTI), the earlier and popularized framework for understanding personality. It gives insight on how people make decisions, process information, and interactive with others.

First, individuals take a test that evaluates four dimensions of personality. Next, they are given the results of the test in the form of a four-letter identifier. This identifier tells you how you spend your energy, how you receive information, how you make decisions, and how you view the world. These dimensions can be framed as follows:

- Introversion vs. Extraversion
- Sensing vs. Intuition
- Thinking vs. Feeling
- Judging vs. Perceiving

In contrast, 16 personalities has an additional dimension for identity. This dimension assesses if someone is assertive or turbulent.

The result of the test identifies one of 16 personalities, which provides detailed information regarding the professional and personal relationships, strength suits, weaknesses and potential directions for further personal development. The 16 personalities and MBTI are commonly used for recruiting. Hiring managers use the test evaluate whether a candidate would be a good fit for the role. Companies also use the test to understand how to manage employees or create higher performing teams.












16 personalities is a good choice for already existing teams to help team members work more effectively with each other and how to maximize the potential each team member possesses. Contrary to that, new teams being built can benefit from knowing the strong suits and weaknesses of team members which can lead to building more effective teams with good relationships.

## 2) Team roles test – Belbin (10')

Developed by Meredith Belbin in 1981, following nine years of study and has become one of the most accessible and widely used tools to support team building. The team roles were designed to define and predict potential success of management teams, recognising that the strongest teams have a diversity of characters and personality types. Has been criticised due to its potential oversimplification and 'pigeon-holing' of individuals. However, when used wisely to gain insight about the working of the team and identify the team strengths and weaknesses it can be extremely useful.

According to team roles theories there are specific different team roles. These roles can be functional, organizational, personal or even skilful. Each working team should consist of different team roles, depending on the specific goals the team wants to achieve. The Belbin test <https://www.123test.com/team-roles-test/> is inspired by ideas on team roles theories, generalized competency frameworks and knowledge of the Big Five personality theory. It measures roles found in businesses and management teams throughout the world in many cultures. The nine team roles are the *Executive, Explorer, Innovator, Analyst, Driver, Chairperson, Completer, Team player and Expert*.

Belbin describes a team role as "a tendency to behave, contribute and interrelate with others in a particular way." There are 3 action oriented roles - Shaper, Implementer and Completer Finisher; 3 people oriented roles - Co-ordinator, Teamworker and Resource Investigator and 3 cerebral roles - Plant, Monitor Evaluator and Specialist. The 9 team roles are summarised in the table below.

|                       | Team role  | Strengths  | Allowable weaknesses   |
|-----------------------|--|--|--|
| Action oriented roles |  <b>Shaper</b>                          | <ul style="list-style-type: none"> <li>Challenging, dynamic, thrives on pressure</li> <li>The drive and courage to overcome obstacles</li> </ul>           | <ul style="list-style-type: none"> <li>Prone to provocation</li> <li>Offends people's feelings</li> </ul>                    |
|                       |  <b>Implementer</b><br>(company worker) | <ul style="list-style-type: none"> <li>Disciplined, reliable, conservative and efficient</li> <li>Turns ideas into practical actions</li> </ul>            | <ul style="list-style-type: none"> <li>Somewhat inflexible</li> <li>Slow to respond to new possibilities</li> </ul>          |
|                       |  <b>Completer finisher</b>              | <ul style="list-style-type: none"> <li>Painstaking, conscientious, anxious</li> <li>Searches out errors and omissions</li> <li>Delivers on time</li> </ul> | <ul style="list-style-type: none"> <li>Inclined to worry unduly</li> <li>Reluctant to delegate</li> </ul>                    |
| People oriented roles |  <b>Co-ordinator</b><br>(Chairman)      | <ul style="list-style-type: none"> <li>Mature, confident, a good chairperson</li> <li>Clarifies goals, promotes decision-making, delegates well</li> </ul> | <ul style="list-style-type: none"> <li>Can often be seen as manipulative</li> <li>Offloads personal work</li> </ul>          |
|                       |  <b>Teamworker</b>                      | <ul style="list-style-type: none"> <li>Co-operative, mild, perceptive and diplomatic</li> <li>Listens, builds, averts friction</li> </ul>                  | <ul style="list-style-type: none"> <li>Indecisive in crunch situations</li> </ul>  |
|                       |  <b>Resource investigator</b>           | <ul style="list-style-type: none"> <li>Extrovert, enthusiastic, communicative</li> <li>Explores opportunities</li> <li>Develops contacts</li> </ul>        | <ul style="list-style-type: none"> <li>Over-optimistic</li> <li>Loses interest once initial enthusiasm has passed</li> </ul> |
| Cerebral roles        |  <b>Plant</b>                           | <ul style="list-style-type: none"> <li>Creative, imaginative, unorthodox</li> <li>Solves difficult problems</li> </ul>                                     | <ul style="list-style-type: none"> <li>Ignores incidentals</li> <li>Too pre-occupied to communicate effectively</li> </ul>   |
|                       |  <b>Monitor evaluator</b>               | <ul style="list-style-type: none"> <li>Sober, strategic and discerning</li> <li>Sees all options</li> <li>Judges accurately</li> </ul>                     | <ul style="list-style-type: none"> <li>Lacks drive and ability to inspire others</li> </ul>                                  |
|                       |  <b>Specialist</b>                      | <ul style="list-style-type: none"> <li>Single-minded, self-starting, dedicated</li> <li>Provides knowledge and skills in rare supply</li> </ul>            | <ul style="list-style-type: none"> <li>Contributes only on a narrow front</li> <li>Dwells on technicalities</li> </ul>       |

## *2 Creation (or update) of your LinkedIn profile in English*

On the basis of all gathered information, you will now create or adapt your LinkedIn profile in English (!) to make yourself (more) employable.

## *3 Job description*

Look online to find the job description of your liking. It needs to be an application in English for a French or foreign employer. Analyse the competences (knowledge, skills and attitudes), and compare to where you stand at this moment.

## *4 Motivation Letter*

Now, write a motivation letter in English responding to this job application, and write a formal email (in Word) containing CV and motivation letter in attachment.

## *5 Job interview*

In this session you will defend your position orally in an elevator pitch (5-7 minutes). Bring along your laptop, the job offer (on paper) and demonstrate how you fit into the function and/or what you need to achieve or work on in order to obtain your goal. The job interviews are planned on **January 9, 2023**.

## *Output of the assignment*

By **January 2, 2023 12:00**, you will upload the assignment in one (1) Pdf. on the Dropbox of the course site BUT INFO II, with following content:

- 1 Screen shots of both Belbin test and 16 Personalities test results
- 2 Screen shot of LinkedIn profile in English
- 3 Screen shot of chosen job application in English (Indeed, ....)
- 4 CV in English
- 5 Motivation Letter in English (Tip: use spell checker in Word!)
- 6 Formal email addressed to me (Ms Taylor) applying for the job
- 7 Preparation of job interview