# Employability Skills Development Profile

The following personal development tool will help you to identify your stronger skills and possible areas for development.

Please rate each of the skill as honestly and accurately as possible from 1 (none or minimal skill level) to 5 (confident skill level) using the reference chart. The definitions of each skill from the perspective of employers are provided in the Skills Directory to assist you with this exercise.

*Note: the skills listed are a summary from a collective research and not exhaustive.*

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| --- | --- | --- | --- | --- | --- |
| **1**  I have none or very little of this skill and definitely need to develop it | **2**  I have a basic level of this skill and definitely need to develop it | **3**  I am reasonably confident in this skill but would like to feel more comfortable | **4**  I am confident but would like to further develop this skill if opportunity arises | **5**  I am very confident and do not need to further develop this skill | **Priority to address the Skill**  High  Medium  Low |

In the final column, state how important it is for you to improve your performance of each of these skills in the immediate future in relation to your career aspirations and plans from H - high priority (I need to improve this skill as soon as possible) to L - low priority – (I need very little improvement in this skill or I need to only improve this skills if there is time).

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| 1) | **Teamwork** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 2) | **Adaptability/ Flexibility** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 3) | **Verbal Communication** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 4) | **Written Communication** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 5) | **Commercial Awareness/ Client Focus** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 6) | **Action Planning/ Organisation** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 7) | **Initiative/ Self-Motivation** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 8) | **Time Management** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 9) | **Analysing & Investigating** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 10) | **Problem Solving** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 11) | **Networking skills** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 12) | **IT / Computer literacy** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 13) | **Numeracy** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 14) | **Self-awareness** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 15) | **Leadership** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 16) | **Decision-Making** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 17) | **Self- Promotion** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 18) | **Influencing (Negotiating & Persuading)** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |
| 19) | **Creativity** | 1 | 2 | 3 | 4 | 5 | H/ M/ L |

Take a look at your scores.

For the items you have scored a 4 or 5, are you able to demonstrate your abilities in these areas and provide some good examples? Choose one of these highly rated skills and write in 100 words how you would explain this to a potential employer using the CARE model (shown below) which has proven to be more successful at interview. An example showing how the CARE model is available for reference.

**Context (10-20%)**: Set the scene. Describe the task and your responsibility? What was the objective or purpose of the task?

**Action (60-70%)**: What did you do and how did you respond to the task? What skills did you used and developed?

**Result & Evaluation (10-20%)**: What was the outcome? Were the objectives met? What did you learn or gain from the experience? What would you do differently in the future?

*Note: It is worth repeating this exercise for all types of competency, employability or technical skills. Having these answers will put you at an advantage during graduate job interviews as this is what interviewers are expecting to hear.*

For the skills that you have scored 1, 2 or 3 with a high priority (H) for improvement, what action could you take to increase these scores to a 4 or 5? Choose one of these lower rated, high priority skills and write your action plan below.

Student Careers and Skills can help you identify these actions should you need further assistance. There are many opportunities to help you develop your employability skills within the University. For more information,

visit [www2.warwick.ac.uk/services/careers/careers\_skills](http://www2.warwick.ac.uk/services/careers/careers_skills).

**My Action Plan**:

*Adapted from the UCLAN Employability Development Profile, Peter Sewell & Lorraine Dacre Pool, 2010*