

Employability Skills Audit

Employers have identified the key qualities they look for in individuals when recruiting. Use this Skills Audit to consider which skills you have experience in and those you still need to develop. Use the Action Plan to set goals for developing these skills; if you need ideas check out our website or make an appointment with a careers adviser.

www.uws.ac.uk/careers

Rate your experience

1 - No Experience



5 - Lots of Experience

Skill	Description	Rating 1-5		Evidence
		Before	After	
Analysis/research skills	I am able to relate and compare data from different sources, identify issues, find relevant information and identify relationships.	4	5	When I was setting up the Facebook group, it was the first time setting up a public group and so I quickly read up on how to promote an online page, make it look professional but yet easy to understand.
Problem solving / Decision-making skills	I am able to make informed decisions that enable me to identify the appropriate way to overcome a problem.	5	5	In the first week I was reorganising books and the back room, so how I tackled the problem was seeing what everything had to be done and then re-organising books by size and subject, and the room in a progressive order – first cups, small plates, big plates and then bowls.
Planning and Organisation	I am able to establish a course of action for myself and/or others to accomplish a specific goal. I can plan for and allocate resources effectively.	5	5	When re-organising the room, I first laid out what had to be done, put them in chronological order after doing each task, mentally ticked it off in my head.
Teamwork	I build and develop appropriate relationships with academic staff, peers, colleagues and people within an organisation.	5	5	Some tasks that were given to me were too much to handle so I reached out in working with my colleagues. We worked well together and got the task done efficiently and effectively.
Written Communication	I am able to write well-constructed, well presented essays, reports and letters for a variety of audiences.	5	5	Completing the Volunteer Recognition Award as the weeks went by honed my skills in writing more professionally and concisely.

Adapted from University of York Employability Skills Audit

				Applying for work such as the Student Guide, Student Fellowship and American Exchange refined my skills even more on-top of the nature of my course – Computer Games Development – where I have to write design documents about apps and games and lecturers can read through and understand an in-depth idea about my project.
Presentation Skills	I am able to present ideas and information clearly, concisely and appropriately to an audience using an appropriate technology.	4	5	When looking after the shop, I had to tell students what this shop was about and how it can be used. Since UWS is a very international university, I spoke to people with different ranges of English skills, people that I would not have normally met and that allowed me to calibrate very quickly to their English skills when meeting someone new and improving my verbal communication.
Adaptability / Flexibility	I am able to anticipate and handle change and maintain effectiveness in a changing environment.	4	5	I am fairly involved with the university – as mentioned above – and with all of this and my university work, I had to plan, adapt and manage my time efficiently so I wouldn't get overwhelmed.
Creativity/Initiative	I can support, or start, a new project and have the ability to come up with new ideas or make changes to the standard way of doing things taking into consideration best practice.	5	5	I came up with the idea of a SAUWS Free Shop page. The idea was already there, but in a Facebook group format and I felt that was not efficient so I made the SAUWS page and made informative and concise profile and cover photos with Photoshop so when someone new comes into the page, they can immediately see basic information and can easily access more information.
Personal development	I maintain an up-to date personal development plan; understand the importance of actively reviewing and maintaining this in order to set appropriate goals.	5	5	I have thoroughly enjoyed my time here at the Free Shop and volunteering here has allowed me to meet people that I would not have normally had.

Career management skills	I am aware of the skills and competencies required by employers and are able to identify opportunities for further development.	5	5	Being involved with the university and doing large amounts of group work due to my course has improved my time management skills and this will be easily transferable to a professional work environment.
Lifelong Learning and Development	I continue to develop my skills and competencies through learning and development activities relating to current and future roles.	4	5	In conclusion, this will propel me to improve as a person, no matter how small and I have developed life-long connections with some people even though I have spent such a short time with them.
Commercial Awareness	I am able to understand the economics of a business from both the organisation and the customer's perspective. I can relate this to the wider business world.	3	4	Being at this Free Shop and in my course as well, gave me an insight on how a business operates and how advertisement is so important.
Enthusiasm/motivation	I have a 'can-do' attitude and am proactive in putting forward ideas and potential solutions. I am open to new ideas and have the drive to make these happen.	4	5	I started up the Facebook group with help from other volunteers and I am also currently developing an app project I had in mind for the last 6 months, and seeing it come to life makes me excited to complete it and let myself and other people use it.
Technical Ability	I maintain up to date knowledge of key trends in technology and have experience of using modern technology.	4	4	The power of advertisement has been made really clear to me, and also the power of social media which I can utilise when working at a game company.
Skill	Description	Rating 1-5		Evidence
		Before	After	
Verbal communication	Being able to speak louder, pronounce words more clearly and not trip over sentences when speaking quickly.	3	4	Introducing people to the Free Shop has made me able to quickly calibrate to other people's English levels and allowed me to meet people that I wouldn't normally had.

Action Plan

Skill I need to develop	How I plan to do this	Date I intend to achieve this by
Analysis/research skills	Reading sources more slowly and carefully by either verbally or retyping the source.	May 2016
Presentation skills	Improving on my verbal communication, and preparing notes thoroughly.	May 2016
Verbal communication	Work on consciously slowing speech down my speech and pronouncing my words. Maybe see a speech specialist.	May 2016
Commercial awareness	Learning business models and how each company interacts in the world.	May 2016

Useful Resources

UWS Careers website

www.uws.ac.uk/careers

Placements/part time jobs/careers events & workshops/volunteering opportunities and more

Volunteer Centre Network

<http://www.volunteerscotland.org.uk/>

SAUWS

Lots of opportunities to get involved in student life and develop your skills in the process

<http://www.sauws.org.uk/>