

# Employability Skills and Attributes

Employers are looking for these skills and attributes in the graduates they recruit. These are in addition to the technical and theoretical knowledge you have acquired in your degree. You need to know which of these you are good at, and how to let the employer know about it!

Skill	Elements
Communication	<ul style="list-style-type: none"> <li>▪ Listening and understanding</li> <li>▪ Speaking clearly and directly</li> <li>▪ Writing to the needs of the audience</li> <li>▪ Negotiating responsively</li> <li>▪ Reading independently</li> <li>▪ Empathising</li> <li>▪ Using numeracy effectively</li> <li>▪ Understanding the needs of internal and external customers</li> <li>▪ Persuading effectively</li> <li>▪ Establishing and using networks</li> <li>▪ Being assertive</li> <li>▪ Sharing information</li> <li>▪ Speaking and writing in languages other than English</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>▪ Working with people of different ages, gender, race, religion or political persuasion</li> <li>▪ Working as an individual and as a member of a team</li> <li>▪ Knowing how to define a role as part of a team</li> <li>▪ Applying teamwork skills to a range of situations, eg. futures planning, crisis problem solving</li> <li>▪ Identifying the strengths of team members</li> <li>▪ Coaching, mentoring and giving feedback</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>▪ Developing creative, innovative solutions</li> <li>▪ Developing practical solutions</li> <li>▪ Showing independence and initiative in identifying and solving problems</li> <li>▪ Solving problems in teams</li> <li>▪ Applying a range of strategies to problem solving</li> <li>▪ Using mathematics including budgeting and financial management to solve problems</li> <li>▪ Applying problem-solving strategies across a range of areas</li> <li>▪ Testing assumptions taking the context of data and circumstances into account</li> <li>▪ Resolving customer concerns in relation to complex project issues</li> </ul>
Initiative and Enterprise	<ul style="list-style-type: none"> <li>▪ Adapting to new situations</li> <li>▪ Developing a strategic, creative, long-term vision</li> <li>▪ Being creative</li> <li>▪ Identifying opportunities not obvious to others</li> <li>▪ Translating ideas into action</li> <li>▪ Generating a range of options</li> <li>▪ Initiating innovative solutions</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>▪ Having a personal vision and goals</li> <li>▪ Evaluating and monitoring own performance</li> <li>▪ Having knowledge and confidence in own ideas and vision</li> <li>▪ Articulating own ideas and vision</li> <li>▪ Taking responsibility</li> </ul>

<p>Planning and Organising</p>	<ul style="list-style-type: none"> <li>▪ Managing time and priorities – setting timelines, coordinating tasks for self and with others</li> <li>▪ Being resourceful</li> <li>▪ Taking initiative and making decisions</li> <li>▪ Adapting resource allocations to cope with contingencies</li> <li>▪ Establishing clear project goals and deliverables</li> <li>▪ Allocating people and other resources to tasks</li> <li>▪ Planning the use of resources including time management</li> <li>▪ Participating in continuous improvement and planning processes</li> <li>▪ Developing a vision and a proactive plan to accompany it</li> <li>▪ Predicting – weighing up risk, evaluating alternatives and applying evaluation criteria</li> <li>▪ Collecting, analysing and organising information</li> <li>▪ Understanding basic business systems and their relationships</li> </ul>
<p>Ongoing Learning</p>	<ul style="list-style-type: none"> <li>▪ Managing own learning</li> <li>▪ Contributing to the learning community at the workplace</li> <li>▪ Using a range of mediums to learn – mentoring, peer support, networking, information technology (IT), courses</li> <li>▪ Applying learning to ‘technical’ issues (eg. learning about products) and ‘people’ issues (eg. interpersonal and cultural aspects of work)</li> <li>▪ Having enthusiasm for ongoing learning</li> <li>▪ Being willing to learn in any setting – on and off the job</li> <li>▪ Being open to new ideas and techniques</li> <li>▪ Being prepared to invest time and effort in learning new skills</li> <li>▪ Acknowledging the need to learn in order to accommodate change</li> </ul>
<p>Technology</p>	<ul style="list-style-type: none"> <li>▪ Having a range of basic IT skills</li> <li>▪ Applying IT as a management tool</li> <li>▪ Using IT to organise data</li> <li>▪ Being willing to learn new IT skills</li> <li>▪ Having the occupational health and safety knowledge to apply technology</li> <li>▪ Having the appropriate physical capacity</li> </ul>
<p>Personal Attributes</p>	<ul style="list-style-type: none"> <li>▪ Loyalty</li> <li>▪ Commitment</li> <li>▪ Honesty and integrity</li> <li>▪ Enthusiasm</li> <li>▪ Reliability</li> <li>▪ Personal presentation</li> <li>▪ Commonsense</li> <li>▪ Positive self-esteem</li> <li>▪ Sense of humour</li> <li>▪ Balanced attitude to work and home life</li> <li>▪ Ability to deal with pressure</li> <li>▪ Motivation</li> <li>▪ Adaptability</li> </ul>

Source: Department of Education, Science and Training. (2002). *Employability skills for the future*. Canberra, Australian Capital Territory: Author.