Employability Skills

While there will always be job-specific skills that an employer is looking for, most employers will also want you to have some general skills.
These general job skills are sometimes called **"employability skills".**

Having employability skills can help you:
- to get a job
- to stay in a job and
- to work your way to the top.

If you get a job interview, the chances are you'll be asked questions about your job-specific skills and your employability skills.

There are **8** skills that employers want you to have, no matter what industry you're working in. Many of them you will do in class.

1. **Communication**
2. **Teamwork**
3. **Problem solving**
4. **Initiative and enterprise**
5. **Planning and organising**
6. **Self management**
7. **Learning**
8. **Technology**

1. Communication

Depending on the job, communication is about being a good talker or a good writer.

It involves being confident about speaking to people (face-to-face or over the phone).

It also involves writing well enough to be understood in emails and memos.

1. **Communication.** Examples include:
- writing assignments and reports
- blogging or using social media
- making oral presentations
- working in customer service (face-to-face or on the phone)
- volunteering to host a community radio program.

2. Teamwork

Teamwork means being good at working with people - both the people you work with and other people that come into contact with your organisation.

2. Teamwork. Examples include:
- doing group assignments
- volunteering for a community organisation
- thinking about how you can work better with other people at your workplace
- joining a local sporting team

3. Problem solving

Problem solving is about being able to find solutions when faced with difficulties or setbacks.

Even if you can't think of a solution straight away, you need to have a logical process for figuring things out.

3. Problem solving. Examples include:
- doing research assignments
- dealing with complaints at your workplace
- doing a study skills course that looks at problem solving
- talking to other people about how they solved the problems they faced.

4. Initiative and enterprise

Initiative and enterprise are about being able to think creatively and to make improvements to the way things are.

They're also about looking at the bigger picture and how the way you work fits into that.

4. Initiative and enterprise. Examples include:
- approaching organisations and businesses about work placements or internships
- setting up a fundraiser in your community
- making or proposing changes to the way a group you belong to does things.

5. Planning and organising

Planning and organising are about working out what is required to get a job done, and how you will do it.
They're also about things like developing project timelines and meeting deadlines.

5. Planning and organising. Examples include:
- developing a study timetable and sticking to it
- organising some independent travel
- managing your time around work, study and family commitments
- helping to organise a community event
- doing chores regularly around your home.

6. Self-management

Self-management is about getting on with your work without someone having to check up on you every 5 minutes.

You should also be able to stay on top of your own deadlines and be able to delegate tasks to other people to make sure things get done on time.

6. Self-management. Examples include:
- doing a work experience placement or internship
- asking for new responsibilities at work
- developing a study schedule and sticking to it
- joining a volunteer organisation.

7. Learning

Learning is about wanting to understand new things and being able to pick them up quickly.

It's also about being able to take on new tasks and to adapt when the way things are done in the workplace change.

7. Learning. Examples include:
- doing a short course or online course
- doing some research into learning skills and learner types
- starting a new hobby
- joining a sporting or volunteer group.

8. Technology

This includes things like being able to use a computer for word processing, sending emails, or knowing how to use a photocopier.

Some more specific technology skills relate to software, like using social media, working with design or video editing software or knowing programming languages.

8. Technology

Other technology skills relate to hardware, like knowing how to use EFTPOS, a cash register, a photocopier or scanner, a camera or a recording studio.

8. Technology. Examples include:
- doing a short course or online course
- asking for extra training at work
- finding out what technology is used in the job you want and researching its use
- identifying the technology you're already using in your day-to-day life

https://www.youthcentral.vic.gov.au/jobs-and-careers/plan-your-career/8-job-skills-you-should-have