

Careers Worksheet 2 - core skills & qualities



Skills are so important to employers that when jobs are advertised, essential **skills** and qualities are often listed as part of the advert or **personal profile** along with the qualifications needed for the job. After all, **the employer wants to make sure that they are hiring the right person for the role**.

The good news is that you already have lots of skills, some that perhaps you didn't know you had. Hopefully Worksheet 1 helped to highlight that there are many skills that you use every day.

The **Employability Skills poster** on the next page is another good example of transferable skills that STEM employers (Science, Technology, Engineering & Maths) are looking for. However, employers in other sectors want these too so whatever job you'd like to do in the future, get to know your skills with our game of Skills Bingo.

INSTRUCTIONS:

Look at the skills on the next page. Every time you spot a skill that you already have, circle its number below to see if you can get a full house!

TOP TIP

If reading on a computer, enlarge the following poster to make it easier to read, or click on the link shown at the top of Page 2 to open the PDF file.

1	2	3	4	5
6	7	8	9	10

For a larger version that is easier to read, click on stem.org.uk link below:

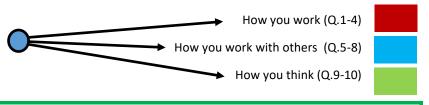
https://www.stem.org.uk/system/files/elibrary-resources/2017/09/A4%20employability%20fold%



EXTENSION TASK

Using the examples shown on the previous page as a guide, list below your own examples of how you have used those skills. This is a good way to evidence your skills & personality.

P.S. Did you notice the colour coding? This is what the colours mean...



KEY SKILLS - My Evidence

1.SHOWING INITIATIVE AND BEING SELF-MOTIVATED

2. ORGANISATIONAL SKILLS

3. WORKING UNDER PRESSURE AND TO DEADLINES

4. ABILITY TO LEARN AND ADAPT

5. COMMUNICATION AND INTERPERSONAL SKILLS

KEY SKILLS—My Evidence (continued)				
6. TEAMWORK				
7. NEGOTIATION SKILLS				
8. VALUING DIVERSITY AND DIFFERENCE				
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9. PROBLEM SOLVING SKILLS				
10. NUMERACY AND IT SKILLS				

WELL DONE!

Writing down your skills can be harder than you first think, so don't worry if you have gaps. You're always learning new things that will be useful for life at school or college, your first job and future career. Employability skills are great for your CV (Curriculum Vitae).

TOP TIP: Volunteer to **try new activities** (including the examples shown on the STEM poster). Regularly revisit this worksheet to add even **more evidence** and to keep it up-to-date.