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REPORT ON EMPLOYABILITY SKILLS

This report is a summary of different articles on employability and the analysis of my own employability skills. Four employability articles were chosen and presented individually to provide a better understanding of what makes up employability skills and their relevance in a job search.

The article of Weber (2019) discussed the concept of soft skills and its importance in employability. When seeking employment, there are usually job-specific technical skills which are considered important for specific jobs. However, securing a job is seen to go beyond checking off boxes, but involve demonstrating the soft skills which makes one a viable candidate. Soft skills were described as those skills which serve as the foundation for many organizations such as communication, leadership, decision-making and problem-solving. These skills are not restricted to an industry or job but cut across many professions. Soft skills are known as those skills which are not confined to work scenarios but are used in our normal daily activities such as interacting with friends and family. They are acquired through different work and life experiences and refined through everyday interactions. Soft skills are considered transferable skills and are used as tools which help to build or enhance technical or job-specific skills. For someone who already demonstrates a high capacity with transferable skills, it will be easier to adapt to any work environment and build the technical skills required for their specific jobs. Weber (2019) believes that rebranding soft skills will positively impact the way employees are evaluated and retained. He advocates a more holistic interpretation of skill sets which can assist in diversifying job candidates and at the same time work to address different skill gaps. Thus,

employees who exhibit strong transferable skills will draw from different life experiences which will help in enriching the workplace in the long run.

As discussed by Hart (2020) in the article describing the steps to improve one's employability while studying to be more employable once the study period is over. These steps include:

Work experience or part-time job; part-time job or work experience while a person is studying is argued as a major factor which improves the person's future employability. Work experience is described as a good way of knowing what the workplace looks like and finding out what is required in a particular work industry or the industry the student is interested in. Work experience also gives the student an opportunity to connect their studies with the real-world requirement for a job role. Some of the significance of having work experience alongside study is that it showcases the student's ability to manage their time between work and studies, highlight the student's ability to commit to working life and provides extra cash for the student.

Volunteering: this is considered an excellent opportunity to gain work experience while helping a good cause. Employers tend to favour employees who volunteer their free time for non-paid work. This act highlights the employee's motivation and dedication and offers the employee the chance to develop their soft skills. Hence, it is always advisable for students to take advantage of volunteering opportunities during their studies as it provides an ideal balance of studying and gaining lifelong memories and experiences.

Clean online presence: in this day of social media, improving one's employability is not just about work experience, it could just be a simple task of sorting out your social media. Potential employers are known to google employee's name during the application process. Hence, the need to ensure that students maintain a professional social media presence. Using the internet platform in the right way will ensure that the person is provided with an excellent network which will boost their job opportunities and expand their connection.

Joining a society or club; one of the ways of improving employability for university students is by joining a club or society. Most universities organise societies for new students to encourage them to try out new things such as sports or hobbies. These societies or clubs offer many benefits to students which will aid both their personal lives and employability. As a student, joining helps to develop important soft skills such as communication and teamwork. It also provides a well-deserved break from academics which in turn boosts the student's productivity when they study. The skills learnt from these societies as well as the opportunity to meet new people are what distinguishes the student's CV when they seek employment in the future.

Focusing on academic studies; having considered other ways of improving a student's employability, the number one priority for the student in terms of gaining employment in the future is focusing on their studies. Having a subject level of knowledge of an industry is still considered a crucial employability skill even though more employers are beginning to look beyond an applicant's academic result. This is to ensure that the applicant acquires a theoretical knowledge of their future career path which will be combined with work experience.

In the article of UKCES (2019) the concept of employability has generated a lot of discussion in the recruitment community as a result of intense competition in the labour market. According to the UK Commission for employment and skills (UKCES), employability is defined as the skills, capabilities, and competencies which everyone looking for a job needs to do their job. Employability goes beyond qualifications and degrees which a job applicant has. It includes those skills and attributes which employers expect to see in an employee. Hence, anybody who is looking for a job needs to demonstrate to their employer that they are employable as a person, a team member and someone who can contribute to the organisation.

While deciding if a job applicant is employable or not, employers look for personal attributes such as honesty, willingness to learn, reliability, flexibility and good personal presentation. In terms of skills, employer's lookout for strong oral and written communication skills, numeracy and computer literacy skills. It is the responsibility of the job applicants to demonstrate their employability skills and qualities. These skills can be showcased through the application and CV stage by

submitting your application with a covering letter, and through the interview stage by being punctual, presenting yourself appropriately and showing interest in the organisation you are applying to.

The concept of employability is not hard and can be easily demonstrated by the majority of job applicants. However, as people go through an intense job application process, they tend to forget that recruiters are only looking to employ an individual and not a list of skills and competencies. Job candidates need to always be aware of their qualities, value those qualities and always seek opportunities to demonstrate those qualities. Furthermore, the best way to develop and improve one's employability skills is to be employed and no employment is a waste of time. Hence, students should always look for work opportunities while they are studying.

The article of Doyle (2020) defined Employability skills as the core skills and traits which are needed in almost every job. These skills are considered general skills which makes a job applicant desirable to an organisation and which recruitment managers always look out for in job candidates. Different studies have shown that most of these sought-after skills relate to a person's ability to communicate, work within a team, or use a computer. When these skills are present, the person is seen as a successful candidate for employment or promotion. Employability skills are also known as the foundation or job-readiness skills. They are made up of soft skills which allow people to communicate and work well with others and professional skills which enables one to be successful in their chosen profession. The different types of employability skills include.

Communication: this is a very common employability skill as all employers look for applicants with strong communication skills. Communication skills refer to a person's ability to clearly convey information to others in the organisation. These skills include strong verbal, non-verbal and written communication skills. A good communicator is expected to be a good listener. This ensures that employee understands the direction of their employer and the concerns of their clients.

Teamwork: this skill is considered very important in every workplace. Employees who work on different group projects are expected to get along with their colleagues and carry out their own share of the workload. This expectation is also on an

employee whose work does not require a lot of team projects but who need to relate well with their line managers and other colleagues in the organisation. Teamwork skills include managing expectations, collaboration, conflict, and time management skills.

Critical thinking: this is referred to as the ability of a person to understand, analyse and interpret a piece of information and draw conclusions from the information. In most job application processes; applicants are given real-life situations to assess and solve given problems. The aim of these assessments is to allow candidates to think logically and make sensible judgments. Examples of critical thinking skills are problem-solving, analytical, creativity and inductive and deductive reasoning.

Ethics: this refers broadly to an employee's principles. While recruiting new staff, recruiter's lookout for candidates who will understand and follow company rules, be trustworthy, act responsibly and professionally at all times. Examples of ethical skills are compliance, integrity, and empathy.

Computer literacy: computer skills is one of the employability skills which are required in all jobs. Even though computer skills are one of the hard skills, most organisations apart from the ones in the field of technology require basic experience with computers. Employers want candidates who can use common programs like Microsoft Office, especially Word and Excel. In the event that candidates do not have enough computer skills, they must be willing to learn and adapt to new or changing technologies. Examples of computer skills are email management, Microsoft office suite, mobile devices, ability to use search engines and social media.

In terms of my own employability, I am hardworking, reliable and puncture individual, outgoing with the ability to communicate on all levels with people from different backgrounds. Highly motivated and willing to face new challenges.

Experience Gained: I have worked in a Rehabilitation Centre, in South East London, working with people that are recovering from Schizophrenia, Depression and other Mental Health challenges, who are ready to go back into society. I was part of the team that went with them to their Doctor's appointments, I also, helped at dinner time, for those Service Users who were unable to feed independently.

Weakness: I believe that all task, always must be done perfectly, I always double-check my works to make sure there are no mistakes. Listening is one of my weaknesses, I tend to start thinking about my response whilst the speaker is speaking. Which, therefore, results in missing out on some part of the communication.

Personal Development Plan: In the future, I would start paying more attention and resist the desire to speak or response, instead start taking in the information that is being given.

Enrol on a course or training to help me with my targets, make eye contacts with the speaker, acknowledge them by nodding, facial expressions, and smile, showing that you are listening motivates the speaker.

Strength: I work well in a team; I treat others the way I would expect to be treated. I always put myself in the position of others. I know how to manage my stress level; through deep breathing and know when to take a break. I can work on my own initiative and do not need to be supervised constantly. I find joy helping and putting smiles on someone's face.

Conclusion

This report has summarised four articles which discussed employability and have discussed my own employability. The common themes from the articles showed that soft skills are applicable in almost all occupation. Soft skills include communication, teamwork, and decision-making skills. Part of the ways of improving one's employability includes joining a society, doing voluntary work, and getting a part-time job. In terms of my employability, I have identified that I work well in a team and alone and can communicate well with others. However, in terms of my listening skills, I have found that I tend to think about my response while the speaker is still speaking. Hence, might be out on some part of the communication. I have identified my future development plan and intend to carry out all activities involved in developing my employability.

Word count: 2072

References

Doyle, A. (2020) *'Important employability skills for workplace success'*, Available at; [Important Employability Skills For Workplace Success](#) (Accessed; 09/08/2020)

Hart, R. (2020) *'Six Ways to Improve Your Employability While Studying'*, Available at; [Six Ways to Improve Your Employability While Studying](#) (Accessed 09/08/2020)

UKCES (2019) *'Employability: what are employers looking for?'* Available at; <https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/> (Accessed 09/08/2020)

Weber, J. (2019) *""Soft"" Is An Understatement: The Importance Of Transferable Skills'*, Available at; <https://www.forbes.com/sites/forbeshumanresourcescouncil/2019/04/26/soft-is-an-understatement-the-importance-of-transferable-skills/#5ae396c15ea9>, (Accessed 09/08/2020).

Appendices:

Exercise 2b: Synonymous phrases (p45-46)

Match the underlined phrases with synonymous phrases in paragraph 2.1

(b) The reason why Britain was the birthplace of the industrial revolution can be understood by analysing demand in the early 1700s, according to Allen (2009). He maintains that, uniquely, Britain had the critical combination of cheap energy from coal and high labour costs. This encouraged the adoption of steam power to mechanise production, thus saving on wages and increasing profitability.

University of Birmingham

Top 10 Skills Employers Look

Verbal Communications
Teamwork
Commercial Awareness
Analysing + Investigating
Initiative / Self Motivation

8 Employability Skills

- Communications
- Teamwork
- Organising
- Self Management
- Learning new Skills
- Problem Solving

How do I reference specific types of resources?

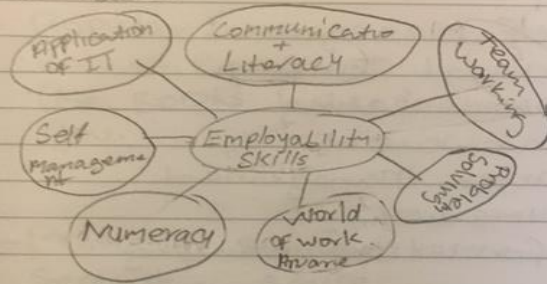
1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

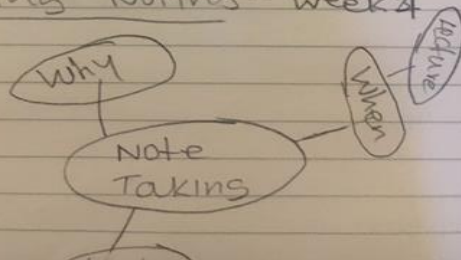
In one column: (Author's surname, year of publication, page number)	Reference list / Bibliography: • Author(s) • Publication year (in round brackets) • Title (in italics) • Edition (if relevant) • Place of publication: publisher
Smith, 2018, p. 15	Smith, E. (2018) How to improve your research project. 1 st edn. Plymouth: Elm Press.
Phillips and Horton, 2011, p. 141	Phillips, L. O. and Horton, P. (2011) Teaching mathematics today. Reading: Cambridge Press.
Marion et al 2018, p. 175	Marion, A. C. et al (2018) Working and learning together. Swindon: Elm Press.
Marion, 2013, p. 141	Marion, P. (2013) Student play and how it can help learning. In Marion, A. C. et al (eds) A new approach to learning in the primary school. London: Routledge and Kegan.
Do not include an author or editor	Do not include an author or editor

Brainstorm

Brainstorm is unexpected plan or idea.



Taking Notes - Week 4



Accessed 09/08/2020 [Important Employability Skills For Workplace Success](#)

What are employability skills, and why are they important both to get hired and to succeed in the workplace?

Many of the most highly sought-after skills today are soft skills pertaining to your ability to communicate and work with a team or hard skills focused on technology. These are the in-demand skills that make you a successful candidate for employment when you're job hunting or seeking a promotion.

What are Employability Skills?

Employability skills are the core skills and traits needed in nearly every job. These are the general skills that make someone desirable to an organization. Hiring managers almost always look for employees with these skills.

Employability skills are sometimes called foundational skills or job-readiness skills.

Employability skills include the soft skills that allow you to work well with others, apply knowledge to solve problems, and to fit into any work environment. They also include the professional skills that enable you to be

Employability skills include the soft skills that allow you to work well with others, apply knowledge to solve problems, and to fit into any work environment. They also include the professional skills that enable you to be successful in the workplace. These are also considered as transferable skills because you can apply them to a job in any industry.

Types of Employability Skills

Communication

All employers look for job candidates with strong communication skills. These refer to one's ability to convey information clearly to others. Employers want employees with strong written, verbal, and nonverbal communication skills. Part of being a strong communicator also includes being a good listener; employees need to be able to understand the questions and concerns of their clients and listen to their employer's.

Accessed 09/08/2020 <https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/>

What is employability?

There's a lot of talk about employability in the recruitment community as competition for jobs in all sectors intensifies. But what does it mean?