Employability Self-assessment

Your Report

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Taken on: Saturday, Sep 14, 2024

Areas to Focus on

1. Interviews & Offers
2. Workplace Skills
3. CVs & Applications

Self-rated Score

81%

Your average score is **high**, based on your self-assessment across all categories. This would suggest you have an excellent grasp of all the main factors that affect your employability. Congratulations!

Each of the core areas below has a programme of learning linked to it, designed to consolidate your knowledge and bridge any gaps you might have. Focus on any weaker areas highlighted and use the programmes to continue developing and extending your employability across all eight areas.

Next Steps

- Explore more learning resources
- Take other career assessments

Self-Awareness

9.5

You're highly confident with regard to self-awareness:

- You understand your strengths and skills and the difference between the two
- You are aware of the motivations that drive you to achieve each day
- You are clear on your values and what's important to you
- You understand your preferences in terms of the way you work and how you communicate with others

That's great news! To ensure your self-awareness is everything you think it is, complete the self-awareness programme below or take some of the career assessments.

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Result history shown here

Result history shown here

Your Actions

- Go to your Self-Awareness programme
- Explore more learning resources once you've completed your programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I know what I'm good at & what I enjoy doing	10
I know what motivates me, my values & how I prefer to work	9

Workplace Skills

7

You're quite confident about your workplace skills. That probably means there are some skills you're comfortable with and others that you aren't so sure about. To be fully confident about the eight core workplace skills you need to know how to:

- Fit in a team, why teams fail and succeed and how to handle conflict
- Differentiate between efficiency and effectiveness, prioritise your time and deal with procrastination
- Explain clearly what commercial awareness means and how to research to develop your commercial awareness
- Approach a problem effectively and make sound decisions
- Prepare for a presentation, use visual aids, deliver a presentation and be fully aware of the impact of your voice and body language
- Prepare for a negotiation, open, run and close a negotiation
- Recognise your own leadership style as well as the skills and qualities needed to be a leader
- Think critically about problems and information presented to you

To fill in the blanks and join the dots work through the whole programme below.

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Result history shown here

Result history shown here

Your Actions

- Go to your Workplace Skills programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I am confident I have the workplace skills employers are looking for	7

Career Possibilities

8.5

You're highly confident about your career possibilities. That means:

- You have a clear idea about the different potential career options there are out there for you
- You know how to build your work experience and get the most out of those experiences
- You have considered the pros and cons of being self-employed including becoming an entrepreneur
- You know how to make decisions about your career and plan your next steps

That's fantastic! To make sure you're 100% confident, work through the programme below or click on one of the other activities.

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Result history shown here

Result history shown here

Your Actions

- Go to your Career Possibilities programme
- Explore more learning resources once you've completed your programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I've got a good idea about the options out there & what I want to do with my career	9
I know what to do to build my work experience	8

Job Hunting

9

You're highly confident when it comes to job hunting. That means:

- You know the steps to take for a successful job hunt
- You have a good understanding of how both e-hireability and social media networking can help you get a job
- You are comfortable networking face-to-face
- You know how to make sure you get the best results from the recruiters you work with

Congratulations! This is a real achievement.
If you can't quite tick off all these points, complete the programme below to fill any gaps.

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Result history shown here

Result history shown here

Your Actions

- Go to your Job Hunting programme
- Explore more learning resources once you've completed your programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I understand the different techniques I can use in my job hunt	9
I am confident in my networking ability both in person and online	9

CVs & Applications

7.5

You are quite confident with CVs & applications. That means there are probably areas that you're not as comfortable with as others. To be successful at applying for your chosen job you need to know all of the following:

- How to structure and format your CV to make it attractive to different employers
- The sections you need to complete, the most relevant information to complete them with and what to highlight
- How to make your CV content appealing to employers and optimise it for CV scanners
- How to write a compelling application and cover letter
- How to make a speculative application

You're in a good place, but work through the programme below to make sure you can tick all the boxes.

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Result history shown here

Result history shown here

Your Actions

- Go to your CVs & applications programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I am confident I can create a CV that shows me in my best light	7
I know how to write a compelling application	8

Interviews & Offers

6.3

You're reasonably confident when it comes to interviews and offers, which probably means that you're stronger in some areas and weaker in others. To be completely confident about this topic, make sure you know:

- The preparation you need to do on: the basics, what you have to offer, the employer and practicing for the specific type of interview you're going to face
- The more common interview questions and how to communicate your strengths, skills and experience effectively through the way you answer them
- The impact your body language has on the interviewer
- How to follow up
- When and how to negotiate the different aspects of your offer

To fill any gaps and make sure you're confident across the board, complete the programme below.

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Result history shown here

Result history shown here

Your Actions

- Go to your Interviews & Offers programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
If I had to prepare for an interview right now I would know what to focus on	6
I am confident I could answer the more common interview questions employers ask	6
I know what to do after my interview, including following up and negotiating	7

Preparing for Work

8

You are highly confident about getting yourself ready for the workplace. That means:

- You've thought about the basics: accommodation, money and travel etc
- You appreciate that you'll need to get into a different mindset
- You understand the expectations that your new employer may have of you
- You know the impression you want to make and how you're going to make it
- You understand what you need to thrive each day at work
- You appreciate what it means to be a manager & the skills required

That's brilliant! To make sure you're 100% confident you can hit the ground running in your new job, work through the programme below or click on one of the other activities.

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Result history shown here

Result history shown here

Your Actions

- Go to your Preparing for Work programme
- Explore more learning resources once you've done your programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I know how to get myself physically, mentally & emotionally prepared for the workplace	8
I am confident I know how to make the right impression in my new job	8

Career Well-being

9

You're highly confident about the concept of career well-being:

- You know the importance of building relationships at work & how to strengthen them
- You are aware of your own emotions and how they impact your behaviours and interactions
- You are clear on the value of a good work-life balance and how to achieve it
- You understand why resilience is a key career skills and how to develop it
- You know what causes stress and pressure and how to cope with and minimise it
- You know how to accept and manage change and understand how to become more agile

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Result history shown here

Result history shown here

That's great news! To ensure your understanding of career well-being is everything you think it is, complete the programme below.

Your Actions

- Go to your Career Well-being programme
- Explore more learning resources once you've done your programme
- Contact your careers service for further advice & events via careers@uwtsd.ac.uk

Detailed Results

Statement	Score
I am aware of my emotions & know how to interact positively with others	9
I know how to build my resilience & get the right balance to thrive in my role	9

This self-assessment and its learning programme have been designed to help you identify the things you need to develop to make yourself as employable as you can be. It will also help you visualise your progress as you deepen your knowledge and strengthen your skills. The employability skills you gain now will make all the difference to your career success in the near future, so be honest in your ratings, complete the programmes for each category and congratulate yourself as you become ever more employable!