

Task 1: Locating Sources

Identify and locate three different sources (a report, a journal article, and a website) related to the question

“What employability skills do business graduates need to succeed in the modern workplace?”

Show how you used keywords, search terms, and Boolean operators to find them, and explain how you know which type of source each one is and why it is appropriate for the research question.

Source Type & Why It Is Appropriate	URL/DOI	What search engine did you use? Google/ Online Library/Library AI Assistant	Keywords/ Boolean Operators Used
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Report – <i>“Employability and Business School Graduates: Corporate Recruiters Survey 2019 (GMAC).</i> This report is appropriate because it contains data from over 1,200 employers worldwide about the skills they expect from business graduates, directly addressing the research question. ”	https://www.gmac.com/market-intelligence-and-research/research-library/employment-outlook/employability-and-business-school-graduates-corporate-recruiters-survey-2019	Google Scholar	–business graduates– AND employability AND skills
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Journal Article – “<i>Employability Skills of Undergraduate Business Students</i>” by Mainga et al. (2022). This peer-reviewed journal article examines which employability skills are considered most important for business graduates entering the workforce, making it highly relevant to the topic. –	https://doi.org/10.3390/admsci12030072	Library Database / Google Scholar	employability skills AND business graduates AND workplace
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Website – “<i>Graduate Employability Skills</i>” (GRB). This website explains the key employability skills employers look for, such as communication, teamwork, problem-solving, and adaptability. It provides current industry perspectives relevant to modern workplaces. ^	https://www.grb.uk.com/career-advice/graduate-employability-skills/	Google	graduate employability skills AND employers OR workplace skills
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Task 2: Evaluating Information (CRAAP Test)

Your colleague has forwarded you a source from a peer reviewed journal, and they are not sure whether it is appropriate to use and has asked for your help. Your task is to evaluate the source by using the CRAAP Test to assess its appropriateness.

<https://www.tandfonline.com/doi/full/10.1080/14703297.2022.2049851>

CRAAP Test

Currency	The article was published in 2022 , making it a recent source. It discusses employability skills needed in today's workplace, so the information is current and relevant.
Relevance	The article directly relates to the research question about the employability skills business graduates need to succeed in the modern workplace. It examines students' perceptions of important workplace skills and graduate employability.

Authority	The article is published in Innovation and Education Teaching International , a reputable peer-reviewed academic journal published by Taylor & Francis (Routledge) . The authors are university researchers with expertise in education and employability studies.
Accuracy	The article is peer-reviewed and supported by research data, academic references, and evidence-based analysis. The methodology and findings are clearly explained, increasing its reliability and credibility.
Purpose	The purpose of the article is to inform and contribute to academic knowledge about graduate employability and workplace skills. It is educational rather than promotional, and there is no obvious commercial or political bias.



Exploring business graduates employability skills and teaching/learning techniques

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ABSTRACT

The purpose of this study is to identify a set of employability skills required for business graduates. The study also sets to determine teaching/learning techniques that are effective in acquiring these employability skills. Data were collected using a questionnaire consisting of 5-point Likert-scale questions. Respondents are from 43 industry professionals, including human resource managers, 44 faculty members working in higher educational institutions, and 450 graduates working in various organisations. Findings indicated that, although ranked differently, overall graduates and industry professionals are on the same page in terms of required employability skills. The respondents also regard organisational skills, entry-level digital skills, problem-solving skills, teamwork, subject-related skills, goal-oriented characteristics, communication capabilities, decision-making abilities and creativity as highly required employability skills. In contrast, graduates and faculty members have different views about teaching/learning techniques required to gain the targeted employability skills. The findings of this study would be useful to policy makers in understanding the required employability skills for business graduates and also, the teaching/learning techniques that are suitable in achieving these employability skills.

KEYWORDS

Employability skills; business graduates; human development; teaching/learning techniques

Task 3: Source Analysis

Your manager has provided you with a short extract from a source and has asked you to analyse the source by Identifying one strength, one weakness, and providing a brief explanation of the strength and weakness identified



Graduate careers

• This article is more than 13 years old

Graduate careers: the importance of employability skills

Qualifications are fine, but most employers are now looking for a more human touch

Lisa Bachelor

Fri 8 Jun 2012 22:58 BST

[G](#) Prefer the Guardian on Google

You might have a degree, perhaps a technical qualification and a bit of work experience on your CV but have you promoted your soft skills? Do you even know what they are?

Soft skills – sometimes known in work-speak as “employability skills” – are becoming increasingly important to graduate recruiters sifting through the CVs of a growing pool of similar looking applicants, according to experts.

While hard skills refer to things such as academic qualifications, soft skills include communication ability, teamworking, time management, problem solving and attitude to work.

A recent report by the Work Foundation concluded that the long-term shift from production to a service-driven economy has made soft skills increasingly important for people seeking their first job. Findings from the Chartered Institute of Personnel and Development (CIPD) back this up. Of more than 1,000 HR professionals surveyed, the vast majority said that, aside from an increased need for more workers, better employability skills would be more likely to encourage them to hire young people than financial incentives, such as those from the government.

The good news is that, while many soft skills are inherent, others can be learned. “You can train yourself just as you can in hard skills,” says Soraya Pugh, head of graduate at recruitment consultancy FreshMinds Talent. “If you are shy, for example, get involved in debating societies and other clubs at school and university. There are also courses on communication skills that can not only teach you some soft skills but help you demonstrate to employers self-awareness and initiative simply by the fact you have signed up.”

Ben Willmott, head of public policy at the CIPD, believes the best way of demonstrating such skills is to get some work experience. “It is in every young person’s interest to try and gain experience that exposes them to the workplace,” he says. “This is not only because of the obvious benefits in terms of hard skills.

“Our research suggests that the main benefit is that it helps them to develop soft skills.”

Recruitment experts agree that graduates applying for jobs can start to highlight their soft skills as early as the CV stage.

<https://www.theguardian.com/money/2012/jun/08/graduate-careers-employability-skills>

Strength of the Source:

- Uses expert opinions and research evidence from reputable organizations, making the information trustworthy.

Weakness of the Source:

- The article is outdated (published in 2012), so it may not accurately represent current employability skill requirements.

Soft skills don't need to be listed under a separate heading on a CV - this could look naff - but need to be demonstrated through examples. It's not good enough to say you are a good communicator, you need to say why.

Rebecca Jones, business coach and author of *Business in Red Shoes*, says she speaks to a lot of graduates who struggle to think of what to put on their CV.

"They then start blagging rather than making the best of what they have got and that lands them in all sorts of trouble," she says. "Soft skills are what make your personal brand but you need to think about them. Instead of thinking, for example, 'I have only worked at McDonald's', think 'What did working at McDonald's teach me?'"

Graduates who are not particularly assertive might worry that desirable soft skills can best be demonstrated by those with more confidence. But Rob Johnson, managing director at Instep, a training and development provider says one of the most important can be the hardest to master.

"This is the ability to listen," he says. "A good candidate will demonstrate that ability from the first phone call they make, right through the interview process. Your ability to articulate clearly and concisely is secondary to your ability to listen to the questions and think carefully about your answers."

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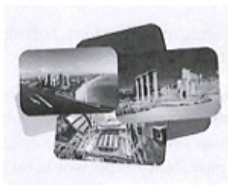
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