

Employability Skills Audit

Employers have identified the key qualities they look for in individuals when recruiting. Use this Skills Audit to consider which skills you have experience in and those you still need to develop. Use the Action Plan to set goals for developing these skills; if you need ideas check out Moodle page for further resources.

Rate your experience

1-No Experience



5-Lots of Experience

Skill	Description	Rating	Evidence
Analysis/research skills	I am able to relate and compare data from different sources, identify issues, find relevant information and identify relationships	1 2 3 4 5	
Problem solving/Decision-making skills	I am able to make informed decisions that enable me to identify the most appropriate way to overcome a problem	1 2 3 4 5	
Planning and Organisation	I am able to establish a course of action for myself and/or others to accomplish a specific goal. I can plan for , and allocate, resources effectively	1 2 3 4 5	
Teamwork	I build and develop appropriate relationships with academic staff, peers, colleagues and people within an organisation	1 2 3 4 5	
Written Communication	I am able to write well constructed, well presented essays, reports and letters for a variety of audiences	1 2 3 4 5	
Presentation Skills	I am able to present ideas and information clearly, concisely and appropriately to an audience using an appropriate technology	1 2 3 4 5	
Adaptability / flexibility	I am able to anticipate and handle change and maintain effectiveness in a changing environment	1 2 3 4 5	

Skill	Description	Rating	Evidence
Creativity/Initiative	I can support, or start, a new project and have the ability to come up with new ideas or make changes to the standard way of doing things taking into consideration best practice.	1 2 3 4 5	
Personal development	I maintain an up-to date personal development plan and understand the importance of actively reviewing and maintaining this in order to set appropriate goals.	1 2 3 4 5	
Career management skills	I am aware of the skills and competencies required by employers and am able to identify opportunities for further development.	1 2 3 4 5	
Lifelong Learning and Development	I continue to develop my skills and competencies through learning and development activities relating to current and future roles	1 2 3 4 5	
Commercial Awareness	I am able to understand the economics of a business from both the organisation and the customer's perspective. I can relate this to the wider business world.	1 2 3 4 5	
Enthusiasm/motivation	I have a 'can-do' attitude and am proactive in putting forward ideas and potential solutions. I am open to new ideas and have the drive to make these happen.	1 2 3 4 5	
Technical Ability	I maintain up to date knowledge of key trends in technology and have experience of using modern technology.	1 2 3 4 5	
Practical & Professional expertise and conduct	I keep up to date with developments in my area of professional specialisation and present a strong, professional and positive image to colleagues and clients at all times.	1 2 3 4 5	

You can use the blank boxes below to include any other skills you think will be useful to you. For example you might want to add skills that relate to your Technical or Practical abilities or Professional practice.

[illegible]

Action Plan

Skill I need to develop	How I plan to do this	Date I intend to achieve this by