

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
The purpose of this study is to identify a set of employability skills required for business graduates. The study also sets out to determine teaching/learning techniques that are effective in acquiring these employability skills.	DOI: 10.1080/14703297.2022.2049851	library	Business Graduates skills
The purpose of this study is to examine	DOI: 10.1108/HESWBL-12-2022-0264	library	Skills Employability

the moderating effect of the reflective practice of business students on how it helps to develop their employability skills through various university strategies			Graduates business
The purpose of this study is to explore the employability skills required in different countries/cultures and to further explore how cultural differences influence teaching/learning techniques required to equip students with required employability skills .	DOI: 10.3390/su14053069	library	Business Skills

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.

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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

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

CRAAP Test

Currency	This is a reliable article published within the last 5 years. Publication year 2022.
Relevance	The study identifies a range of skills needed for business graduates to gain employment.
Authority	Research conducted with questionnaires completed by experts from several organisations in this field.
Accuracy	The article was peer reviewed before publication so the information is relevant.

Purpose	The purpose of the article is to provide business graduates with expert advice to help with any employability skills needed in the modern workplace.
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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

[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.

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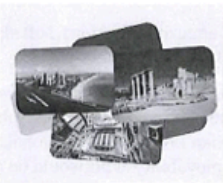
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<https://www.theguardian.com/money/2012/jun/08/graduate-careers-employability-skills>

Is

Strength of the Source:

The article provides several key areas employers require in the modern workplace, focusing on time management, confidence and the benefits of soft and hard skills.

Weakness of the Source:

The article was published in 2012 and therefore is 14 years old,
There could be important information that has become relevant to employers which would not be included in this article.