

# Skills Employers Look For

## Worksheet

**Introduction** When you apply for your first career in the future, there are certain skills that employers look for. For example, they may want someone with a positive attitude or a person who can work well in their team. You may not know it, but you use these key skills every single day when you're at school.

### Activity

Below are nine vital skills most employers search for when hiring a new person. Your mission is to think of times when you've used each skill and to provide examples in the boxes provided. Easy!

**Write your examples here!**

#### Teamwork

Work, support, and communicate with other people to reach a goal. e.g., partaking in a group project.

Show examples of when you have used this skill

#### Communication

Read, write, speak, and listen well. Share ideas or feelings clearly and effectively with those around you.

Show examples of when you have used this skill

#### Problem Solving

Discover what's wrong, locate the cause, and come up with an ideal solution using the right evidence.

Show examples of when you have used this skill

#### Decision-Making

The capability to choose between several options. e.g., when finding a solution to an issue or question.

Show examples of when you have used this skill

#### Self-Management

Organised, time-efficient and takes initiative. Being in charge of your work, actions or feelings. e.g., arrive on time.

Show examples of when you have used this skill

#### Positive Attitude

Ready to succeed. Is excited about work, learning or trying new things. Happy, even when things get hard.

Show examples of when you have used this skill

#### Resilience

Flexible and aware. Can adapt to all situations, push through hard times and accept help to overcome tasks.

Show examples of when you have used this skill

#### Creativity

Coming up with ideas. Thinking about problems in unique ways. Recognising possibility and new ways to connect.

Show examples of when you have used this skill

#### Willingness to Learn

Happy to learn things, gain knowledge, or skills to develop as a person. e.g., using feedback to grow from mistakes.

Show examples of when you have used this skill