



Australian Government



National  
Careers  
Institute

# What Employers Are Looking For

## Area B: Learning and Working Exploration

In addition to the formal qualifications you get from a University, TAFE or through an apprenticeship or traineeship, employers are often interested in what they describe as 'employability skills' when deciding who to employ in their business.

Australian employers have identified 8 groups of skills they consider to be essential to successful workplace performance. These 8 skills are important regardless of where you work or what kind of work you do.

### Activity

Draw a line to match the *employable skill* with the definition that best fits it:

| Employability Skill                | Definition   |
|------------------------------------|--|
| Communication Skills               | Can come up with solutions to problems                   |
| Team-Working Skills                | Able to come up with smarter ways of doing things        |
| Problem-Solving Skills             | Can do the things that need to be done to achieve goals  |
| Innovative and Enterprising Skills | Always likes to learn new things and improve your skills |
| Planning and Organising Skills     | Can listen to others and pass on relevant information    |
| Self-Management Skills             | Able to use technology to get things done quicker        |
| Learning Skills                    | Able to prioritise your time effectively                 |

How do you think schools helps you to develop these employability skills?

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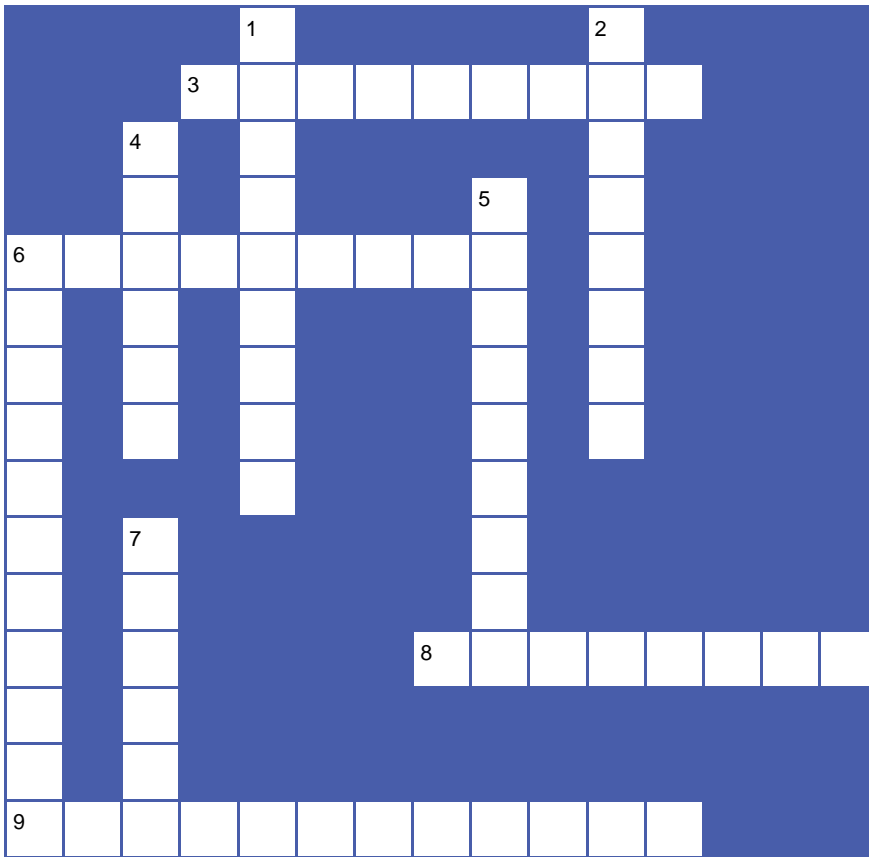
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In addition employers are asking that young people will look more attractive to employ if they have also developed certain personal attributes.

Complete the crossword and identify some of the many *employability attributes*.



**Across:**

3. Doesn't have to be pushed into doing things
6. Not give up
8. \_\_\_\_\_ presentation is important
9. Always happy and willing to give things a go

**Down:**

1. Feels good about themselves
2. Does what they say they will do
4. A person who has this, is fun to be around
5. Can do many different things
6. Acts responsibly
7. Can be trusted

Words to choose from:

The words that follow are all *employability attributes* but there are more words than you need so you will have to choose from the list.

- Loyal
- Committed
- Honest
- Enthusiastic
- Reliable
- Personal
- Commonsense
- Humour
- Adaptable
- Confident
- Motivated
- Able to deal with pressure
- Balanced attitude between work and home

Which one of these do you think are your strengths?

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Which employability skill(s) is/are your strengths?

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