

Aspects of Employability

A. PERSONAL QUALITIES

1. **Malleable self theory:** belief that attributes (e.g. intelligence) are not fixed and can be developed
2. **Self-awareness:** awareness of own strengths and weaknesses, aims and values
3. **Self-confidence:** confidence in dealing with the challenges in employment and life
4. **Independence:** ability to work without supervision
5. **Emotional intelligence:** sensitivity to others' emotions and the effects they can have
6. **Adaptability:** ability to respond positively to changing circumstances and new challenges
7. **Stress tolerance:** ability to retain effectiveness under pressure
8. **Initiative:** ability to take action unprompted
9. **Willingness to learn:** commitment to ongoing learning to meet the needs of employment and life
10. **Reflectiveness:** the disposition to reflect evaluatively on the performance of oneself and others

B. CORE SKILLS

11. **Reading effectiveness:** the recognition and retention of key points
12. **Numeracy:** ability to use numbers at an appropriate level of accuracy
13. **Information retrieval:** ability to access different information sources
14. **Language skills:** possession of more than a single language
15. **Self-management:** ability to work in an efficient and structured manner
16. **Critical analysis:** ability to 'deconstruct' a problem or situation
17. **Creativity:** ability to be original or inventive and to apply lateral thinking
18. **Listening:** focused attention in which key points are recognized
19. **Written communication:** clear reports, letters, etc., written specifically for the reader
20. **Oral presentations:** clear and confident presentation of information to a group
21. **Explaining:** orally and in writing
22. **Global awareness:** in terms of both cultures and economics

C. PROCESS SKILLS

23. **Computer literacy:** ability to use a range of software
24. **Commercial awareness:** understanding of business issues and priorities
25. **Political sensitivity:** appreciates how organisations actually work and acts accordingly
26. **Ability to work cross-culturally:** both within and beyond UK
27. **Ethical sensitivity:** appreciates ethical aspects of employment and acts accordingly
28. **Prioritizing:** ability to rank tasks according to importance
29. **Planning:** setting of achievable goals and structuring action
30. **Applying subject understanding:** use of disciplinary understanding from HE programme (e.g. marketing, finance, human resource mgmt. etc)
31. **Acting morally:** has a moral code and acts accordingly
32. **Coping with ambiguity and complexity:** ability to handle ambiguous and complex situations
33. **Problem-solving:** selection and use of appropriate methods to find solutions
34. **Influencing:** convincing others of the validity of one's point of view
35. **Arguing for and/or justifying a point of view or a course of action**
36. **Resolving conflict:** both intra-personally and in relationships with others
37. **Decision making:** choice of the best option from a range of alternatives
38. **Negotiating:** discussion to achieve mutually satisfactory resolution of contentious issues
39. **Teamwork:** can work constructively with others on a common task