













Employability Skills Checklist



Employability Skills		Course	Work	Interests	Examples of how you use/develop these skills
Critical Thinker and Problem Solver					
Innovator and Creative					
Communicators					
Organised and Effective					
Team Worker					
Proactive Leader					
Digitally Literate					
Data Literate					
Industry Aware					
Reflective Lifelong Learner					

Employability Skill	What does this mean?
	<p>Critical Thinker and Problem Solver: Critical thinkers can judge and evaluate written information, assessing if sources are reliable and credible. They can use this information to make logical and rational decisions. Problem solvers analyze causes of issues and challenges before identifying appropriate solutions, planning how to implement them and reviewing the outcome.</p>
	<p>Innovator and Creative: Seeing things from different angles, spotting opportunities to try something new, or make improvements. Suggesting more effective ways to undertake work that will contribute to meeting personal or business objectives.</p>
	<p>Communicators: Presenting verbal and written information in clear and easy to understand ways, adapting as necessary to be appropriate to the audience. Using active listening to ensure any information being received is understood.</p>
	<p>Organised and Effective: Managing time well to ensure tasks are completed and deadlines are met. Assessing work that needs doing to prioritise tasks from most to least urgent, ensuring objectives are met as efficiently as possible.</p>
	<p>Team Worker: Working with others to meet a shared goal. Having specific responsibilities but also contributing effectively (e.g. communication, problem solving and offering support to fellow team members) to ensure the team meets its goal.</p>
	<p>Proactive Leader: Giving clear direction on objectives, using team strengths to ensure success, monitoring progress and spotting problems before they arise. Being open to change and providing suggestions to improve team effectiveness.</p>
	<p>Digitally Literate: The confidence to use technology. This can include creating software and new media or the ability to effectively use workplace software e.g. Microsoft Office or specialist apps and systems.</p>
	<p>Data Literate: The ability to read, understand and analyze data and statistics to reach conclusions. With the ability to communicate these findings to others.</p>
	<p>Industry Aware: Knowledge of the objectives, values, and challenges faced by organisations in a chosen sector. Awareness of both national and global political, economic and social issues.</p>
	<p>Reflective Lifelong Learner: Lifelong learning is the ongoing, voluntary, and self motivated pursuit of knowledge and skills development for either personal or professional reasons.</p>