

Formal recruitment processes today usually involve defining skills, attributes and behaviours required to perform the role well and using these as a benchmark to determine whether you, the candidate, has the skills and attributes, and demonstrates the behaviours they are looking for. The closer the match, the better your chances of the job offer.

The terms competencies, skills, and attributes may be used and interchanged throughout your job search but the important point is that you can define what **your** skills are and have some tangible evidence of **how** you have used them.

**Skill** *n.* ability to do something well.

**Trait** *n.* a distinguishing quality (as of personal character).

**Attribute** *n.* a quality that is characteristic of a person or thing, i.e. kindness is one of her attributes.

**Behaviour** *n.* a way of acting or reacting in some specified way, i.e. treatment of others, manners.

**Talent** *n.* to have a special or very great ability.

**Gifted** *adj.* Having great natural ability, has a gift for music.

**Competency** *n.* A skill needed in a particular job or for a particular task

*Definitions adapted from The Oxford Dictionary, 1983, Joyce M Hawkins Oxford University Press*

## Exercise: Identifying your key skills

This exercise assists you to identify your key skills, as well as areas for development. Some of the skills you possess are technical and specialised to a particular role or industry you work in, while others are transferable and can be used in a range of different jobs or contexts.

***“Transferable skills are constant factors you can rely upon to make you marketable, regardless of the type of role or working context.”***

Transferable skills are the keys to entering, redirecting or changing careers so that job satisfaction, morale, productivity and success is maximised.

### Instructions:

1. Read each of the skills and descriptions listed on Pages 2&3, highlighting the skills which you enjoy using and are good or very good at. Note this is a self-evaluation exercise, not a test, so don't be too hard on yourself when rating how good you are at the skill.
2. Once you have gone through the list select your *top 10 skills* as well as *3 skills to develop* (choose skills that are relevant to the work you do). List these skills at the bottom of Page 3.

## Motivated Skills List

- **Active Listening** – understands needs, reflects back, appreciates diverse views, Asks open questions, reads body language
- **Acumen** – astuteness, sound judgement, critical thinking, strategic ability
- **Administration** – work with systems, data and/or procedures, office management
- **Analyse** – compile, research, audit or evaluate data and/or systems. Use logic to solve problems & identify patterns in data
- **Attention to detail** – pays attention to details. Checks work thoroughly and picks up discrepancies & anomalies
- **Change Management** – influences and champions change. Articulates the benefits to others and creates momentum. Optimistic and open to new ideas
- **Coach** – counsel, advise, guide, empower, facilitate insight, mentor
- **Collaborate** – work in a team, share ideas & knowledge, develop alliances and/or a network to achieve results
- **Communication** – conveys information to others effectively and efficiently through speaking or writing
- **Conceptualise** – form ideas, visualise possibilities
- **Conflict Management** – deal with disputes fairly & impartially. Advocate, arbitrate and reconcile differences
- **Construct** – manufacture, assemble, build, fabricate and make
- **Creative Expression** – originate, design, invent. Handmake craft or create art. Creative writing – fiction, poetry, blogs etc. Compose music
- **Customer Focus** – help customers, give advice. Client liaison & interaction. Host events
- **Decision Making** – evaluate options. Make major, complex or frequent decisions
- **Design** – devise, create, form a plan, project, programme, product, system or artistic form
- **Develop Technology** – develop and/or implement technology solutions to improve systems and processes
- **Dexterity** – skillful use of hands, connecting items, materials or parts. Eye/hand coordination
- **Financial Acumen** – sound grasp of financial concepts. Use financial data to make decisions. Budgets, forecasts. Produces & interprets financial data & reports.
- **Improvement Focus** – uses initiative to identify and/or implement improvements to systems and processes to improve productivity
- **Influence** – influence viewpoints and persuade others to gain acceptance of ideas. Use facts and logic to present a compelling case
- **Innovation** – comes up with new ideas. Original thinking, inventive
- **Investigate** – examine, inspect, research. Study, question and/or probe for information
- **Leadership** – visionary, drives performance. Empowers, coaches, leads teams
- **Manage Diversity** – assess new directions. Gain acceptance of, and embrace cultural and social differences or changing work situations
- **Manage Information** – record, collate, categorize, classify or input data
- **Manage People** – give instructions. Supervise performance. Delegate authority and/or motivate others
- **Manage Resources** – obtain and oversee the appropriate use of equipment, facilities, and materials needed to do certain work
- **Mechanical** – repair, assemble, operate tools, machinery or technology
- **Motivate** – inspire, influence, encourage, persuade others
- **Negotiate** – bargain, mediate. Get agreement to proposals

- **Nurture** – treat or nurse. Heal, cure patients. Care for people, counsel
- **Organise** – co-ordinate resources and schedules. Prioritise actions. Implement programmes or projects
- **Physical Co-ordination & Agility** – walk, run, climb, jump, balance, throw
- **Plan** – schedule, forecast, predict. Plan requirements for events or projects
- **Presentation** – public speaking. Train, facilitate or teach. Perform
- **Problem Solving** – solve complex problems. Diagnose factors & issues. Generate ideas, use deductive reasoning
- **Proofread / Edit** – check text for proper usage and stylistic flair. Make improvements
- **Quantitative** – calculate, compute, tally, count, budget
- **Relationship Building** – identifies and initiates working relationships. Develops & maintains beneficial relationships. Builds & maintains strong networks
- **Sell** – influence others to buy services, products or ideas
- **Strategic Thinking** – sees the big picture. Sets medium to long term goals. Plans for the future. Predicts and adapts to changes in the market
- **Team-work** – co-operate in a team environment. Contribute ideas. Respect the view of others
- **Test** – measure proficiency, quality or validity. Check or double-check. Trial new systems & procedures & provide feedback
- **Time Management** – work under pressure to meet deadlines. Set Schedules. Prioritise tasks
- **Use Technology** – utilise information systems & technology to help people, process information, improve efficiencies. Create documents, presentations, templates
- **Write** – compose reports, letters, articles, ads, stories

#### Top 10 Skills:

Skill	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

#### Areas for Development

1.	
2.	
3.	

## Grouping and Using Skills for Self Promotion

From the exercise select 3 *key skills* from your *top 10 skills*. Please note: these may be a combination of a number of skills eg: **Planning and Organising** may include the sub-skills of organise, plan, time management and attention to detail.

For each key skill area write your own description of the skill – then think of two examples that demonstrate when you have used this skill.

When you have finished go over the descriptions – re-read and rewrite them until the description is clear and convincing.

### Example

**Skill One:**                **Planning and Organising**

**My Definition:**        Skilled in co-ordinating work so that clear plans for achieving results can be seen. Utilises a task focussed and orderly approach and consistently meets deadlines.

**Examples of where I have used this skill: (include achievements, initiatives undertaken, highlights and recognitions).**

1. Planned, organised and carried out a survey of staff about their satisfaction with new office systems. Analysed and produced results for management. Received bonus payment for this work.
2. Recognised by management for planning and organising the company's stand at a major trade show. Worked with designers and builders to create the stand, organised schedule for staff to be on site, managed refreshments and oversaw the design and printing of marketing material and the collection of all visitor details for follow up. The trade show resulted in significant new business.

**Skill 1:** \_\_\_\_\_

**My Definition:**

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**Examples of where I have used this skill: (include achievements, initiatives undertaken, highlights and recognitions).**

1.

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2.

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**Skill 2:** \_\_\_\_\_

**My Definition:**

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**Examples of where I have used this skill: (include achievements, initiatives undertaken, highlights and recognitions).**

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2.

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**Skill 3:** \_\_\_\_\_

**My Definition:**

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**Examples of where I have used this skill: (include achievements, initiatives undertaken, highlights and recognitions).**

1.

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2.

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