**Employability Skills Matching**

**Write the code corresponding to the correct match in the space provided.**

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| --- | --- | --- | --- | --- | --- |
| 1 |  | Pays care & attention to quality in all their work. Having an eye for detail. |  | A | INTEGRITY |
| 2 |  | Able to express your ideas clearly and confidently in speech |  | B | AWARENESS OF OTHERS |
| 3 |  | Able to express yourself clearly in writing |  | C | DEVELOPING PROFESSIONALISM |
| 4 |  | Maintains effective performance under pressure |  | D | COMPUTING SKILLS |
| 5 |  | Continues to learn throughout life. Develops the competencies needed for current & future roles |  | E | FLEXIBILITY |
| 6 |  | Able to influence and convince others, to discuss and reach agreement |  | F | ANALYSING & INVESTIGATING |
| 7 |  | Manages time effectively, prioritising tasks and able to work to deadlines |  | G | DRIVE |
| 8 |  | Word-processing, using databases, spreadsheets, the Internet & email, designing web pages etc |  | H | SELF AWARENESS |
| 9 |  | Recognises & respects different perspectives. Open to the ideas & views of others |  | I | WRITTEN COMMUNICATION |
| 10 |  | Presents a strong, professional, positive image to others which inspires confidence & commands respect |  | J | BEING METICULOUS |
| 11 |  | Accepts responsibility for views & actions and able to work under their own direction & initiative |  | K | LEADERSHIP |
| 12 |  | Able to plan activities & carry them through effectively |  | L | GLOBAL SKILLS |
| 13 |  | Determination to get things done. Make things happen & constantly looking for better ways of doing things |  | M | TIME MANAGEMENT |
| 14 |  | Adapts successfully to changing situations & environments |  | N | STRESS TOLERANCE |
| 15 |  | Able to decide what steps are needed to achieve particular goals and then implement these |  | O | TEAMWORK |
| 16 |  | Able to motivate and direct others |  | P | INITIATIVE/SELF MOTIVATION |
| 17 |  | Generates & applies new ideas & solutions |  | Q | LIFELONG LEARNING |
| 18 |  | Gathers information systematically to establish facts & principles. Problem solving |  | R | INDEPENDENCE |
| 19 |  | Awareness of achievements, abilities, values & weaknesses & what you want out of life |  | S | CREATIVITY |
| 20 |  | Able to multiply & divide accurately, calculate percentages, use statistics & a calculator, interpret graphs & tables |  | T | VERBAL COMMUNICATION |
| 21 |  | Able to speak and understand other languages. Appreciation of other cultures |  | U | ACTION PLANNING |
| 22 |  | Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions |  | V | PLANNING & ORGANISING |
| 23 |  | Adheres to standards & procedures, maintains confidentiality and questions inappropriate behaviour |  | W | NUMERACY |
| 24 |  | Determines the best course of action. Evaluates options based on logic & fact & presents solutions |  | X | BUSINESS AWARENESS |
| 25 |  | Understands the commercial realities affecting the organisation |  | Y | DECISION-MAKING |
| 26 |  | Works confidently within a group |  | Z | NEGOTIATING & PERSUADING |

**Choose the top ten skills that Employers look for and write them in order in the spaces provided.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | 6 |  |  |
| 2 |  |  |  | 7 |  |  |
| 3 |  |  |  | 8 |  |  |
| 4 |  |  |  | 9 |  |  |
| 5 |  |  |  | 10 |  |  |