



The top 10 key skills and qualities employers want

Assess your key skills and qualities by completing the information below. You can use in and out of work examples.

1. Work ethic

Examples of when I have used this skill

- Being reliable
 - Taking responsibility for your own performance at work
 - Being committed to the best possible performance
 - Having a high quality of work
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2. Verbal communication skills

- Communicating in a clear and sensitive manner to people in different settings and from different backgrounds
 - Giving and receiving constructive feedback
 - Participating constructively in meetings
 - Expressing ideas
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3. Energy and enthusiasm

- Displaying a genuine interest in the organisation and what it does
 - Understanding the industry sector
 - Expressing your willingness to give 100% to the job
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4. Analytical and critical thinking

- Gathering and evaluating information from different sources
 - Recognising patterns and scenarios to understand the bigger picture
 - Being able to understand abstract ideas
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5. Problem solving

- Using rational and logical thinking to achieve conclusions
- Analysing facts and asking the right questions to diagnose problems
- Making appropriate decisions from available information

6. Teamwork

Examples of when I have used this skill

- Completing group tasks through discussion and planning
 - Working towards solutions that other team members can support
 - Sharing knowledge and expertise with others
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7. Interpersonal skills

- Being able to work with people from diverse backgrounds, such as cultures, genders and ages
 - Acknowledging the complex emotions and viewpoints of others and responding sensitively and appropriately
 - Understanding unspoken meanings in situations
 - Being able to resolve issues well
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8. Written communication skills

- Using correct spelling, punctuation and grammar
 - Being able to edit your own work
 - Using appropriate tone and style in writing, depending on the audience
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9. Self-management

- Managing your own workload and raising when you need support
 - Actively seeking opportunities to keep learning
 - Being confident in dealing with challenges
 - Maintaining a balance between work and life
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10. Initiative and enterprise

- Going beyond your usual role to help others, including doing tasks not in your job description
- Having initiative – taking unprompted action to achieve goals
- Being creative – using creative thinking to develop solutions
- Starting change and adding value by embracing new ideas