



EMPLOYABILITY SKILLS ASSESSMENT

The aim of this form is to enable you to assess your current employability skills in a number of areas that employers focus on as part of their recruitment process.

Employability can be defined as the capability to move self-sufficiently within the labour market to realise potential through sustainable employment. For the individual, employability depends on the knowledge, skills and attitudes they possess, the way they use those assets and present them to employers." Pollard 1998 in Rook, S. 2013 The Graduate Career Handbook.

1. Personal Details

First name(s)	
Surname	
Email address	
Course	

2. Employability Assessment Scale

Please respond to the statements on the next page by selecting a position on the rating scale (1 being the lowest and 5 the highest). If you rate yourself as a 3 or above include some evidence to demonstrate you have this employability skill. Provide examples of evidence using the STAR technique. STAR stands for Situation, Task, Action, Result. You should aim for a short introduction to the situation and task in hand, followed by a description of what you did, why and how, then followed by the positive outcome. *See example below.*

Example for communication: As a WGU Course Representative, (Situation) I helped one of my fellow students who was struggling to keep up with taking notes in lectures. (Task) I asked if there was anything that I could do to help and she indicated that if the lecturers could provide a copy of lecture notes before the session it would greatly help as she could concentrate on what was being said. At the next course representative meeting I communicated the issue to lecturers (Action) and it was agreed that all lecturers would upload their lecture notes to the VLE ahead of each session. (Result)

1. I have good oral communication skills.

**Strongly
Disagree**

Strongly agree

12345

Evidence:

2. I am good at making presentations

**Strongly
Disagree**

Strongly agree

12345

Evidence:

3. I am confident about my written communication skills for various audiences

**Strongly
Disagree**

Strongly agree

12345

Evidence:

4. I work well in a team

**Strongly
Disagree**

Strongly agree

12345

Evidence:

5. I work well independently

**Strongly
Disagree**

Strongly agree

12345

Evidence:

6. I am good at solving problems

**Strongly
Disagree**

Strongly agree

12345

Evidence:

7. I have good planning and organisational skills

**Strongly
Disagree**

Strongly agree

12345

Evidence:

8. I manage my time effectively

**Strongly
Disagree**

Strongly agree

12345

Evidence:

9. I am always open to new ideas

**Strongly
Disagree**

Strongly agree

12345

Evidence:

10. I am prepared to accept responsibility for my decisions

**Strongly
Disagree**

Strongly agree

12345

Evidence:

11. I have a good understanding of how organisations operate

**Strongly
Disagree**

Strongly agree

12345

Evidence:

12. I am a confident user of information and communications technology

**Strongly
Disagree**

Strongly agree

12345

Evidence:

13. I satisfied with my level of numeracy

Strongly Disagree

Strongly agree

12345

Evidence:

14. I am good with coming up with new ideas

Strongly Disagree

Strongly agree

12345

Evidence:

15. I believe I have the appropriate skills to gain employment in my chosen career

Strongly Disagree

Strongly agree

12345

Evidence:

3. Actions.

Link your actions to the employability areas above and where you would like to develop yourself. Ensure you make your actions SMART i.e. Specific, Measurable, Achieveable, Realistic and Time-bound. For example: I want to improve my IT skills, especially in Excel to allow me to present and analyse data more effectively. I will enroll on a ECDL course in September xx and expect to pass the programme by December xx.

1

2

3

4. Support.

Please contact the Careers and Employability team at WGU who can support you to develop your employability skills. For further details please visit Careers and Zone in the Edward Llwyd Centre, contact 01978293240 or visit www.glyndwr.ac.uk/careers