

## WelTec/Whitireia Careers Series

# Employability Skills

Employability skills or soft skills are incredibly important to employers. In considering candidates for a job, employers value evidence of soft skills alongside evidence of qualifications and work experience. The Employability Skills Framework identified the soft skills or capabilities most desired by New Zealand employers. Here are the seven essential employability skills that employers say are essential for their workplace:

## Positive Attitude



- Is positive and has a can-do attitude
- Is optimistic, honest and shows respect
- Is happy, friendly and enthusiastic
- Is motivated to work hard towards goals

## Communication



- Understands, and reflects on, the way they communicate and how it affects others
- Asks questions when unsure or unclear
- Understands how employees, employers and customers communicate
- Speaks, listens and shares ideas appropriately

## Self-Management



- Arrives at work on time, with appropriate clothing and equipment to complete a work day.
- Understands, and reflects on, their own words, actions and behaviour, and how these affect others.
- Shows commitment and responsibility.
- Is dependable, follows instructions and completes assigned tasks.
- Is responsible for their own health and wellbeing, and follows health and safety guidelines in the workplace.

## Teamwork



- Works well with others to complete tasks and meet goals
- Contributes to developing ideas or approaches
- Works well with others of different genders, cultures and beliefs
- Recognises the authority of supervisors and managers and follows instructions

## Willingness to Learn



- Willing to learn new tasks, skills and information.
- Curious and enthusiastic about the job, organisation and industry.
- Looks for opportunities to work more effectively to make the business better.
- Accepts advice and learns from feedback.

## Thinking Skills (Problem Solving & Decision Making)



- Identifies and assesses options before making a decision.
- Recognises problems and uses initiative to find solutions.
- Thinks about consequences before they act.
- Recognises when they need to seek advice.

## Resilience



- Adaptable and flexible in new and changing situations.
- Handles challenges and setbacks and does not give up.
- Able to seek support and help when needed.
- Recognises and accepts mistakes made and learns from them