



Skills & Traits

That employers want



Name: _____

Form: _____

Teacher: _____

- LO Identify the skills & traits that employers are looking for
Understand the specific skills and traits needed for different careers
Identify which skills need to be improved

Skills and traits that employers want

In addition to specific qualifications employers, be they large multi-national companies like NIKE, or Apple or small companies employing a few people, they want people with a range of skills and traits.

We will look at the skills and traits employers want and you will self review, assess your strengths and weaknesses and set targets to improve your skills and traits.

Task 1: In pairs, explain the meaning of **skills** and **traits**

Skills

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Traits

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Task 2: For each skill rate yourself and state if that skill is needed for your chosen job.

Skills		Skill rating (high) 5 - 1 (low)					Your job Does the job you want to do need this skill?
		5	4	3	2	1	
Communication Skills	LISTENING						
Communication Skills	VERBAL (Spoken)						
Communication Skills	WRITTEN						
Research Skills	BOOKS						
Research Skills	INTERNET						
Computer Skills	WORD PROCESS (Word)						
Computer Skills	SPREADSHEETS (Excel)						
Computer Skills	PRESENTATION (Powerpoint)						
Computer Skills	EMAIL						
Computer Skills	SOCIAL MEDIA (Facebook)						
Flexible / Adaptable	CAN DO SEVERAL THINGS AT SAME TIME						
Flexible / Adaptable	CAN WORK UNDER PRESSURE						
Flexible / Adaptable	CAN WORK IN DIFFICULT SITUATION						
Social Skills	WORK WITH DIFFERENT TYPES OF PEOPLE						
Social Skills	AVOID CONFLICT (ARGUING) WITH OTHERS						
Skills / Value	HELP OTHER PEOPLE						
Leadership	INSPIRE OTHER PEOPLE						
Leadership	MOTIVATE OTHER PEOPLE						
Awareness	RESPECTIVE TO OTHER CULTURES						
Awareness	SENSITIVE TO FEMALES						
Planning	CAN ORGANISE WORK						
Planning	ALWAYS MEET DEADLINES						
Planning	SETS TARGETS TO IMPROVE						
Problem solving	CAN SOLVE PROBLEMS						
Reasoning	CAN EXPLAIN THE REASONS FOR DECISIONS						
Teamwork	CAN WORK IN A TEAM						
Teamwork	CONTRIBUTES TO A TEAM						

Task 3: For each skill rate yourself and state if that skill is needed for your chosen job.

Traits		Skill rating (high) 5 - 1 (low)					Job
		5	4	3	2	1	Does the job you want to do need this?
Honesty	IS ALWAYS HONEST / TELLS THE TRUTH						
Morality	DOES THE RIGHT THING						
Openness	OPEN TO NEW IDEAS						
Dedicated	WORKS HARD						
Dedicated	NEVER GIVES UP						
Reliable	RARELY SICK						
Reliable	ALWAYS ON TIME						
Responsible	IS SENSIBLE & MATURE						
Responsible	CAN DO THE TASK WITHOUT MESS						
Loyalty	STICKS WITH SOMETHING SOMEONE						
Positive attitude	ENJOYS WORKING						
Positive attitude	ALWAYS DOES A GOOD JOB						
Positive attitude	DOESN'T WORRY ABOUT FAILING						
Energy	ALWAYS AWAKE & ALERT & READY TO GO						
Energy	DOESN'T GIVE UP						
Self-confident	CONFIDENTIAL PERSON						
Self-motivated	GET ON WITH THE TASK						
Independent	CAN WORK ON YOUR OWN WITHOUT HELP						
Willing to learn	LIKE TO LEARN NEW SKILLS						
Enthusiastic	ALWAYS ENTHUSIASTIC ABOUT WORK						

Task 4: In the 'Diamond 9' grids below list the **skills** and **traits** in order of importance for your chosen job

Job: _____

Skills

1

2

3

4

5

7

6

Traits

1

2

3

4

5

6

7

8

9

Task 5: Chose your top TEN skills.
Take the rating from Task 2 and add what evidence you have for this skill.

	Top Skills for my job	Rating	Evidence that I have this skill
	EXAMPLE: TEAMWORK	4	I play in the school football team, I play in my field and pass the ball to others and defend half
1			
2			
3			
4			
5			
6			
7			
8			
9			

Task 6: Reflect upon the **skills** and **traits** you need to improve upon (see Task 2 & 3). Choose 3 skills and traits and say how you are going to improve.

Skills I need to improve for my chosen job		Target Rating	How I am going to improve
	EXAMPLE: TEAMWORK	4	I am going to get involved in team activities at lunchtime and sports
1			
2			
3			
Traits I need to improve for my chosen job		Target Rating	How I am going to improve
1			
2			
3			

Task 7: In small groups and discuss and decide which **skills** and **traits** are the most important for a range of jobs.

Skills
1
2
3
4
6
7
8
9
10

Traits
1
2
3
7
8
9
10

Task 8: Discussion

Why are **skills** and **traits** so important to employers?

PREVIEW

Task 9: Discussion

Are **skills** and **traits** more important than formal qualifications?

PREVIEW