



Your skills audit

What is a skills audit?

We all possess different skills and attributes that make us unique. A 'skill' can be understood as being the ability to carry out a task in an efficient and competent manner. Before applying for any job, it is essential that you conduct a skills audit. This will enable you to recognise your personal strengths and abilities and identify any relevant characteristics that you can transfer into the workplace.

Ok, got it... but what do I classify as a 'skill'?

Strong skills can make you stand out and can be developed through work experience, academic knowledge and personal qualities. Factors such as contributing your expertise and technical capabilities, participating in complex activities and utilising your interpersonal abilities are all classified as valuable skills.

Great! What are the types of skills employers will be looking for?

Here's where it gets tricky. Every organisation searches for different qualities depending on the position they are aiming to fill. It is important to differentiate between your personal attributes, academic knowledge and transferrable skills so that you can best benefit an organisation.

Examples of typical work related skills include:

- Verbal and written communication skills
- The ability to manage time efficiently
- Capacity to interact with a wide array of people and personalities
- Problem solving skills
- Learning skills
- Knowledge of specific information you have acquired academically and/or professionally
- Personal characteristics such as your flexibility, initiative and professional integrity

Want to read more about the types of skills that you might have? Click [here](#) for more detailed ideas or to help get you started, we have created a template for you to conduct your own mini skills audit.



| Skill | Summary | Confidence/Competence (1 = low, 6 = high) | Examples that demonstrate my skills |
|---|---|---|-------------------------------------|
| Verbal and written communication | I can gather, summarise and report information clearly and concisely in a range of different formats. In addition, I can communicate these findings both in written expression and verbal presentation. | 1 2 3 4 5 6 | |
| Time management | I always ensure I prioritise my work duties in order to meet the necessary deadlines and produce a high-level quality of work. | 1 2 3 4 5 6 | |
| Problem solving | When faced with a problem, I can effectively find alternative choices and make decisions that are logical and constructive. | 1 2 3 4 5 6 | |
| Teamwork | I possess the ability to work with an array of people within a team environment. | 1 2 3 4 5 6 | |
| Independent learning | I am able to carry out tasks and work autonomously while still communicating relevant information when necessary. | 1 2 3 4 5 6 | |
| Strategic thinking | I am active in creating ideas and strategies that are aligned with the business' objectives and that deliver the best value for the organisation. | 1 2 3 4 5 6 | |
| IT skills | I have a solid understanding of programs such as Microsoft Word, Excel, PPT and Publisher and can navigate computers easily. | 1 2 3 4 5 6 | |
| Customer Service | I am able to communicate effectively with a diverse range of clientele and will ensure I take the time to fulfil their needs in a courteous and professional manner. | 1 2 3 4 5 6 | |
| Initiative thinking | I can make decisions and carry out work duties on my own initiative. I am able to maximise my daily productivity by thinking ahead and creating pertinent tasks. | 1 2 3 4 5 6 | |
| Reliability | I am a conscientious worker who works with integrity and takes pride in my role. I can also be relied upon to carry out my duties and meet deadlines. | 1 2 3 4 5 6 | |
| People skills | I am able to build relationships with both business and consumer clientele and can act in a team with efficiency. | 1 2 3 4 5 6 | |
| Multitasking | I am able to take on multiple tasks at the same time while delivering a high calibre of work in all my duties to maximise productivity. | 1 2 3 4 5 6 | |
| Choose your own personal skill... | | 1 2 3 4 5 6 | |
| Choose your own employability skill... | | 1 2 3 4 5 6 | |