# List of employability skills

## Personal Attributes
- Loyalty
- Commitment
- Honesty and Integrity
- Enthusiasm
- Reliability
- Personal Presentation
- Commonsense
- Positive Self-Esteem
- Sense of Humour
- Balanced Attitude to Work and Home Life
- Ability to Deal with Pressure
- Motivation
- Adaptability

## Communication
- Listening and understanding
- Speaks clearly and directly, expresses ideas and feelings and judgment
- Writes clearly to the needs of an audience
- Negotiates effectively
- Reads and comprehends well
- Foreign language competence
- Uses numerical skills effectively
- Establishing and using networks
- Sharing information, persuading effectively, being assertive

## Team Work
- Positive influence on others
- Work well on own and in a group
- Leadership capabilities
- Be responsible for own work and team goals
- Define role in a range of teams
- Coaching, mentoring

## Problem Solving
- Develop practical solutions
- Implement action based on data
- Understands basic budgeting
- Able to estimate and calculate
- Creative ideas to resolve problems
- Solve problems in a team
- Test assumptions
- Resolve customer concerns

## Initiative and Enterprise
- Adapts to new situations
- Able to suspend judgment and explore options
- Makes effective use of information
- Recognise need for change
- Develop strategic and long term view
- Generating a range of options
- Creative
- Initiate innovative solutions

## Planning and Organising
- Time structuring and management
- Setting and achieving goals
- Thoroughness and attention to detail
- Effective decision making
- Transfer ideas and concepts into action
- Plan for contingencies
- Collecting and analysing data
- Understand basic business systems

## Self Management
- Self awareness
- Evaluates and monitors own performance
- Operates independently
- Has personal vision and goals
- Take responsibility
- Articulate own ideas
- Manage personal and professional boundaries

## Learning
- Able to manage own learning
- Contributes to workplace learning
- Has personal vision and goals
- Open to new ideas
- Use a range of mediums to learn

## Technology
- Basic computer skills
- Relate technology to work
- Willing to update skills
- Use IT to organise data
- Apply IT as a method of managing work
- Apply learning to technical issues
- Apply learning to people issues

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*Sourced from Monash University*

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