# Adapted from Job Skills for the 21st century: a guide for students

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# A. Ensure you are strong in the four categories of Foundational Skills:

# 1) Basic Skills

**Reading:** Identify relevant details, facts, and specification; locate information in books/manuals, from graphs; find meaning of unknown words; judge accuracy of reports; use computer to find information.

**Writing:** Write ideas completely and accurately in letters and reports with proper grammar, spelling, and punctuation; check, edit, and revise for accuracy and emphasis, use computer to communicate information.

**Mathematics:** Use numbers, fractions, and percentages to solve problems; use tables, graphs, diagrams, and charts; use computer to enter, retrieve, change, and communicate numerical information.

**Speaking:** Organize and communicate ideas clearly; speak clearly; select language, tone of voice, and gestures appropriate to audience.

**Listening:** Listen carefully to what person says, noting tone of voice, and other body language; respond in a way that shows understanding of what is said.

# 2) Thinking Skills

**Creative Thinking:** Use imagination freely, combining ideas or information in new ways; make connections between ideas that seem unrelated.

**Problem-Solving Skills:** Recognize problem; identify why it is a problem; create and implement a solution; watch to see how well solution works; revise as needed.

**Decision Making Skills:** Identify goal; generate alternatives and gather information about them; weigh pros and cons; choose best alternative; plan how to carry out choice.

**Visualisation:** See a building or object by looking at a blueprint, drawing, or sketch; imagine how a system works by looking at a schematic drawing.

# 3) People Skills

**Social:** Show understanding, friendliness, and respect for feelings; assert oneself when appropriate; take an interest in what people say and why they think and act as they do.

**Negotiation:** Identify common goals among different parties in conflict; clearly present the facts and arguments of your position; listen to and understand other party's position; create possible ways to resolve conflict; make reasonable compromises.

**Leadership:** Communicate thoughts and feelings to justify a position; encourage or convince others; make positive use of rules or values; demonstrate ability to have others believe in and trust you because of your competence and honesty.

**Teamwork:** Work cooperatively with others; contribute to group with ideas and effort; do own share of work; encourage team members; resolve differences for the benefit of the team; responsibly challenge existing procedures, policies, or authorities.

**Cultural Diversity:** Work well with people having different ethnic, social, or educational backgrounds; understand the concerns of members of other ethnic and gender groups; base impressions on a person's behaviour, not stereotypes; understand one's own culture and those of others and how they differ; respectfully help people in these groups make cultural adjustments when necessary.

**4) Personal Qualities**

**Self-Esteem:** Understand how beliefs affect how a person feels and acts; "listen" to and identify irrational or harmful beliefs you may have; and understand how to change these negative beliefs when they occur.

**Self-Management:** Assess your knowledge and skills accurately; set specific, realistic personal goals; monitor progress toward your goal.

**Responsibility:** Work hard to reach goals, even if task is unpleasant; do quality work; display high standard of attendance, honesty, energy, and optimism.

# B. Understand your Personality Type

# Take the online Myers Briggs 16 personalities test:

# <http://www.personalityperfect.com/ultimate-16-personality-types-overview/>

# C Understand your work style and suitable job profile:

Think through what jobs suit you by taking two brief quizzes:

To help you understand your work style and explore careers you might enjoy (Australian Gov quiz):

<https://joboutlook.gov.au/CareerQuiz.aspx>

What job best fits your life?

<https://www.glassdoor.com/blog/quiz-what-job-best-fits-your-life/>

D. Clearly communicate your Job Skills:

Your ability to clearly communicate your skills is vital. To be effective, learn to describe them using the "PAR" method and practise this method:

**Problem:**  
What was the problem you faced? What were the basic issues?  
  
**Action:**  
What did you do to resolve the problem? What actions did you take?  
  
**Results:**  
What observable results were there? Changes in behaviour? Any numbers? Be concise.

E. Network

**How to network**

Advertising jobs takes up a lot of time and money for employers, so most jobs are filled by networking.

Networking is passing on information. You network every day. When you speak to a friend you might recommend a film, a hairdresser, or a good restaurant. Just as you network in your personal life, you can use your contacts to help with job hunting. It’s also a great way to find out about a particular career and whether you might like it.

You can network with anyone. You could start by talking to people you already know about their jobs and who they know. Once you start, you’ll be surprised at how quickly the list of people you know gets bigger.

**Get comfortable with networking**

At first you might feel uncomfortable with the idea of making contacts to 'get something from them'. Try to look at networking as two-way – you offer your skills and abilities in return for support and information.

Don't think you need to be a very outgoing person. You can continue to be yourself, but make sure you are enthusiastic and interested in the career you’re finding out about.

**Learn to bounce back**

Everyone gets knocked back at some stage. The contact you speak to may be pushed for time or not hiring at the moment. Thank them for their time anyway and ask if they can recommend anyone else that might be able to help.

If you're new to networking and get knocked back, try to think about how you can learn from it and change your approach for future networking opportunities.

**How to network**

A good way to start networking is to:

* make a list of who you know, which positions they hold, and who they know
* identify your existing networks, like family, friends, acquaintances, referees
* have a clear idea of who you want to talk to and why you’re interested in the organisation
* research what a company does and what your contact's role is
* think about what you can offer the organisation before approaching them
* keep a record of contacts listing everyone you've spoken to, their contact details and their positions
* chat to professionals on web forums or on social media