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KNOW YOURSELF: CREATE A RECORD OF YOUR SKILLS AND ACHIEVEMENTS.[[1]](#footnote-1)

Use this information to help you develop your CV, complete application forms and prepare for interviews.

Listed below are some of the general SKILLS and COMPETENCIES that employers say they want. Think of all the things that you do or have done and against each group of skills give examples (from your current course of study, leisure time activities or paid/unpaid work and ministry experience) that you could quote in evidence of each skill. Identify skills areas that require further development and determine how that development might take place. In questions 17 and 18 you can list additional technical, vocational and other skills experience that you think is relevant to employers to whom you are applying.

Keep this record and tailor the information to specific jobs. To do this:

1. Research the employer’s website. Analyse all the information (written and verbal) that you have about them and draw up a list, “What they are looking for”: all qualities, skills, qualifications and experience the advertised position requires.
2. Use your record of skills and achievements to identify at least one piece of evidence for each requirement. These become your key “selling points” for that job. Bring each point out in your application form, CV/covering letter and interview.
3. Identify where further development of a skill/competency is required and determine how you will develop it.

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| --- | --- | --- |
| **Skills** | **Evidence from study, leisure or work** | **Further development required and how it will be acquired** |
| 1. Written communication skills
 |  |  |
| 1. Oral communication skills
 |  |  |
| 1. Project Management
 |  |  |
| 1. Problem solving and analytical skills
 |  |  |
| 1. Imagination, creativity

and enterprise |  |  |
| 1. Resilience under pressure
 |  |  |
| 1. Ability to take responsibility
 |  |  |
| 1. Reliability
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Skills** | **Evidence from study, leisure or work** | **Further development required and how it will be acquired** |
| 1. Drive, determination and persistence
 |  |  |
| 1. Leadership/ management of others
 |  |  |
| 1. Initiative
 |  |  |
| 1. Organisational flexibility
 |  |  |
| 1. Time Management
 |  |  |
| 1. Interpersonal skills/ working in a team
 |  |  |
| 1. Networking
 |  |  |
| 1. List computing /IT skills:

1.2.3.4. |  |  |
| **Skills** | **Evidence from study, leisure or work** | **Further development required and how it will be acquired** |
| 1. List other specific technical skills:

1.2.3.4.5. |  |  |
|  **18.** List other skills/abilities:1.2.3.4.5.6.7. |  |  |

**Definition of skills**

1. Written communication

The ability to express ideas clearly and in a grammatically correct and appropriate form in writing, adapting the style to the occasion (including email and letter etiquette).

1. Oral communication

The ability to communicate clearly verbally, with a level of formality appropriate to the context.

1. Project Management

The ability to set priorities, co-ordinate activities and manage resources to achieve the successful completion of a specific goal or project.

1. Problem Solving and analytical skills

The ability to define the problem, identify and implement a solution and evaluate the outcome against agreed criteria for success. Thinking things through in a logical way in order to determine key issues. This also involves the ability to analyse and interpret sources, information and/or situations.

1. Imagination, creativity and enterprise

The ability to be creative and innovative and the ability to show initiative to turn ideas into action.

1. Resilience under pressure

The ability to adapt to stress and adversity and rise above it with ease.

1. Ability to take responsibility

The strength of character to take ownership of the result of a situation, when it is positive and when it is negative.

1. Reliability

The ability to perform your required functions to a specified quality and timeframe.

1. Drive, determination and persistence

The motivation and ability to identify and pursue the best course of action to achieve the desired outcome, despite obstacles or opposition.

1. Leadership/management of others

The ability to motivate, encourage and support others whilst taking the lead.

1. Initiative

The ability to act before prompted by others or taking a fresh approach with energy and enthusiasm to pursue a project; ability to set an agenda and initiate new developments.

1. Organisational flexibility

The ability to adapt to the requirements of an institution, organisation or circumstance; ability to comply with rules and codes of behaviour and to be in tune with a job and institutional culture.

1. Time management

The ability to organise time effectively and meet deadlines under pressure; ability to adapt working methods to deal with pressure.

1. Interpersonal skills/working in a team

The ability to relate well to others, to persuade, influence and establish good working relationships, with clear responsibilities, in order to achieve a collective goal.

1. Networking

The ability to speak to others confidently and building rapport in order to elicit information and develop useful contacts.

1. Document is adapted from J. J. Wolff, Brunel University, 1994 and Exeter University Award Skills Audit 2018 [↑](#footnote-ref-1)