

**Employability Skills Audit**

“To be employed is to be at risk, to be employable is to be secure” - Peter Hawkins

As a first step to revealing your current skills profile, tick the boxes where you have used each of the skills on your course, at work or in your spare time. At the end of the process you will be able to identify your strengths and weaknesses. Your current strengths may influence the type of career role that you target. Skills which you lack may also be important, so take steps to develop these whilst you are at university.

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| WORKING WITH OTHERS | *STUDY*  *✓* | *WORK*  *✓* | *SOCIAL*  *✓* | YOUR EXAMPLES OF USING THIS SKILL |
| [Communication](http://www.careers.manchester.ac.uk/experience/skills/communication/) |  |  |  |  |
| [Team working](http://www.careers.manchester.ac.uk/experience/skills/teamwork) |  |  |  |  |
| [Leadership](http://www.careers.manchester.ac.uk/experience/skills/leadership/) |  |  |  |  |
| [Negotiation skills](http://www.careers.manchester.ac.uk/experience/skills/negotiation/) |  |  |  |  |
| [Networking](http://www.careers.manchester.ac.uk/experience/skills/networking/) |  |  |  |  |
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| SOLVING PROBLEMS | *STUDY*  *✓* | *WORK*  *✓* | *SOCIAL*  *✓* | YOUR EXAMPLES OF USING THIS SKILL |
| [Innovation](http://www.careers.manchester.ac.uk/experience/skills/innovation/) |  |  |  |  |
| [Research](http://www.careers.manchester.ac.uk/experience/skills/research/) |  |  |  |  |
| [Analytical skills](http://www.careers.manchester.ac.uk/experience/skills/analyticalskills/) |  |  |  |  |
| [Problem solving](http://www.careers.manchester.ac.uk/experience/skills/problemsolving/) |  |  |  |  |
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| WORK READY SKILLS | *STUDY*  *✓* | *WORK*  *✓* | *SOCIAL*  *✓* | YOUR EXAMPLES OF USING THIS SKILL |
| [Commercial Awareness](http://www.careers.manchester.ac.uk/experience/skills/commercialawareness/) |  |  |  |  |
| [Adaptability](http://www.careers.manchester.ac.uk/experience/skills/adaptability/) |  |  |  |  |
| [Decision making](http://www.careers.manchester.ac.uk/experience/skills/decisionmaking/) |  |  |  |  |
| [Flexibility](http://www.careers.manchester.ac.uk/experience/skills/flexibility/) |  |  |  |  |
| [Numeracy skills](http://www.careers.manchester.ac.uk/experience/skills/numeracyskills/) |  |  |  |  |
| [IT Skills](http://www.careers.manchester.ac.uk/experience/skills/itskills/) |  |  |  |  |
| [Time Management](http://www.careers.manchester.ac.uk/experience/skills/timemanagement/) |  |  |  |  |
| [Organisation skills](http://www.careers.manchester.ac.uk/experience/skills/organisation/) |  |  |  |  |
| [Initiative](http://www.careers.manchester.ac.uk/experience/skills/initiative/) |  |  |  |  |
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UCE Careers Service Date