

USEFUL GUIDE

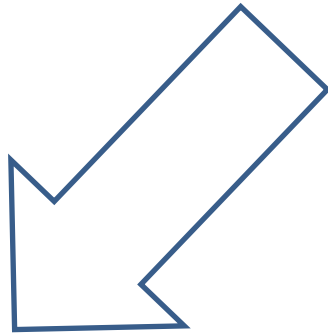
FOR EVERYONE WHO IS GOING TO START A JOB
SEARCH



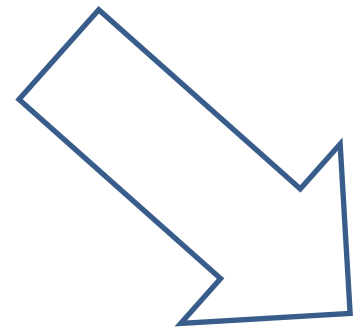
WHAT IS EMPLOYABILITY?



**The relative chance of finding and
maintaining different kinds of
employment**



**Fulfilling the requirements of a
specific job**



**How many chances to get a
job you have comparing to
others**

CLEAR VIEW

- Soft Skills Are:

Skills, abilities and traits that are related to personality, attitude, and behavior

- Soft Skills Are Not:

Formal or technical knowledge

- Hard Skills:

The technical requirements of a job



What Industry Wants besides HARD SKILLS

➤ Skill sets that include:

- Communication skills
- Creative thinking ability
- Problem-solving skills
- Teamwork ability
- Leadership skills
- Stress-management
- Sense of Initiative
- Goals-setting and Planning skills
- Time-management
- Motivation
- Accepting feedback
- And many others...



Leadership Skills –

Will you take a leadership role when appropriate? Will you be attentive to your colleagues, inspire and be grateful to them?

Acting as a team player-

Will you work well in groups and teams? Will you be cooperative and share responsibilities?

Time management abilities-

Do you know how to prioritize tasks and work on a number of different projects at once? Will you use your time on the job wisely?

WHAT ARE THEY??

Answer the questions and you will get to know!!

Motivation – Do you know what helps you move, what inspires you? Why do you want to have this exact job?

Sense of Initiative – Are you able to turn ideas into actions? Are you innovative?

Creative thinking ability – Are you able to look at problems or situations from a fresh perspective that suggests extraordinary solutions? Are you ready to take risk and make mistakes?

Working well under pressure- Can you handle the stress that accompanies deadlines? Will you be able to do your best work and keep calm?

Goals-setting – Are you able to set specific, realistic, achievable and time-targeted goals?

Communication skills - Are you both able to express yourself clearly and listen to others? Can you build bridges with colleagues, customers and vendors by communicating?

Problem-solving skills- Are you resourceful and able to creatively solve problems that will, for sure, appear? Will you take responsibility of problems or leave them for someone else?

Ability to accept and learn from criticism and feedback- Will you be able to handle criticism? Are you open to learning and growing as a person and a professional?

NB!

Don't forget that you need to be able to give clear examples during your job-interview illustrating the skills you claim to have!