Key Skills Audit

Key Skills are a range of skills you should have gained across all levels that are considered to be essential to success in education, employment and life in general. These skills may be required when compiling CV's, application forms and attending interviews.

To help you reveal your current skill set write an example in the box provided under each of our given examples and tick the boxes where you have used each of the skills. This could be from your course, at work or in your spare time. At the end you will be able to identify your strengths and weaknesses. Your current strengths may influence the type of career opportunity that you target and highlight skills you may lack and therefore could develop whilst you are at University.

Working with others	Study	Work	Social
Communication e.g. presentations to fellow students	☑		
Team Working e.g. working in teams to manage course projects	☑		
Leadership e.g. captain of a team, influencing and inspiring others			☑
Negotiation skills e.g. debating in class with fellow students	☑		

	Study	Work	Social
Networking e.g. liaising with people already working in chosen field, asking for advice or information		☑	
Interpersonal skills e.g. communicating and interacting with colleagues effectively		☑	
Solving Problems	Study	Work	Social
Innovation e.g. thought of and implemented a new method, product or idea		☑	
Research e.g. selecting relevant information using different tools and sources	☑		
Analytical skills e.g. dealing with difficult customers or solutions to customer queries		☑	
Problem solving skills e.g. colleague absences, incomplete jobs, all areas taken into account and found the best solution for the problem		☑	
Proactive approach e.g. joining societies or having a knowledge of the current trends within chosen field			☑

Work ready skills	Study	Work	Social
Customer Service e.g. providing an excellent level of service, helping customers reach a decision which is perfect for them		☑	
Commercial Awareness e.g. understanding and implementing the key factors that contribute to the organisations success		☑	
Adaptability e.g. adapting to a new system or new working practice		☑	
Decision making e.g. taking the lead on a project, making timely, well considered decisions to lead the team to success	☑		
Flexibility e.g. working shift patterns or being on call when required		☑	
Numeracy skills e.g. the ability to handle everyday arithmetic, handling money, balancing a till or handling any numeric data		☑	
IT skills e.g. using Microsoft Office to present results or findings for a unit	☑		

Time Management e.g. managing studying and work whilst at University. Meeting deadlines for projects	☑		
Organisation skills e.g. dissertation; making a plan and keeping to it whilst staying motivated	☑		
Planning skills e.g. a holiday, field trip or independent travel you have organised for yourself or a group			☑
Initiative e.g. setting up a club, society or business from scratch			☑
Motivation e.g. running a marathon, training on a skill over the long term to achieve an ambition or a goal			☑

Key Skills, qualifications and experience are required by a recruiter to judge your effectiveness and ability to perform in a role. If you are applying for a specific role try to put yourself in the shoes of the recruiter. Analyse the objectives, roles, tasks etc. and identify the criteria for a successful candidate. List all the skills, qualifications and experience required and compare it with your current portfolio of skills above.

Also: There are 'Graduate, Academic and Employability Skills' embedded in all undergraduate and postgraduate courses. For more information on these skills, please access www.port.ac.uk/moodle and click on the link '**Useful Sites**' and then '**Guide to PDP**'.

In addition, the Prospects website (**www.prospects.ac.uk/options_with_your_subject.htm**) offers you options with your subject and skills gained whilst studying.