

All skills and competencies are transferable and enhance your Employability after graduation

Once you have a skill, you will use it in all contexts and situations where it will be of use

All experiences in your life – academic, voluntary, paid work, extracurricular have required you to develop and use skills and competencies

You already have a portfolio of skills !



Questions YOU need **answers to**



- Can you define your skills and competencies ?
- Can you define your strengths so that you could promote these to an employer?
- Can you identify areas for your own personal and career development?



Change is constant



Skills and competency requirements are constantly evolving in the workplace

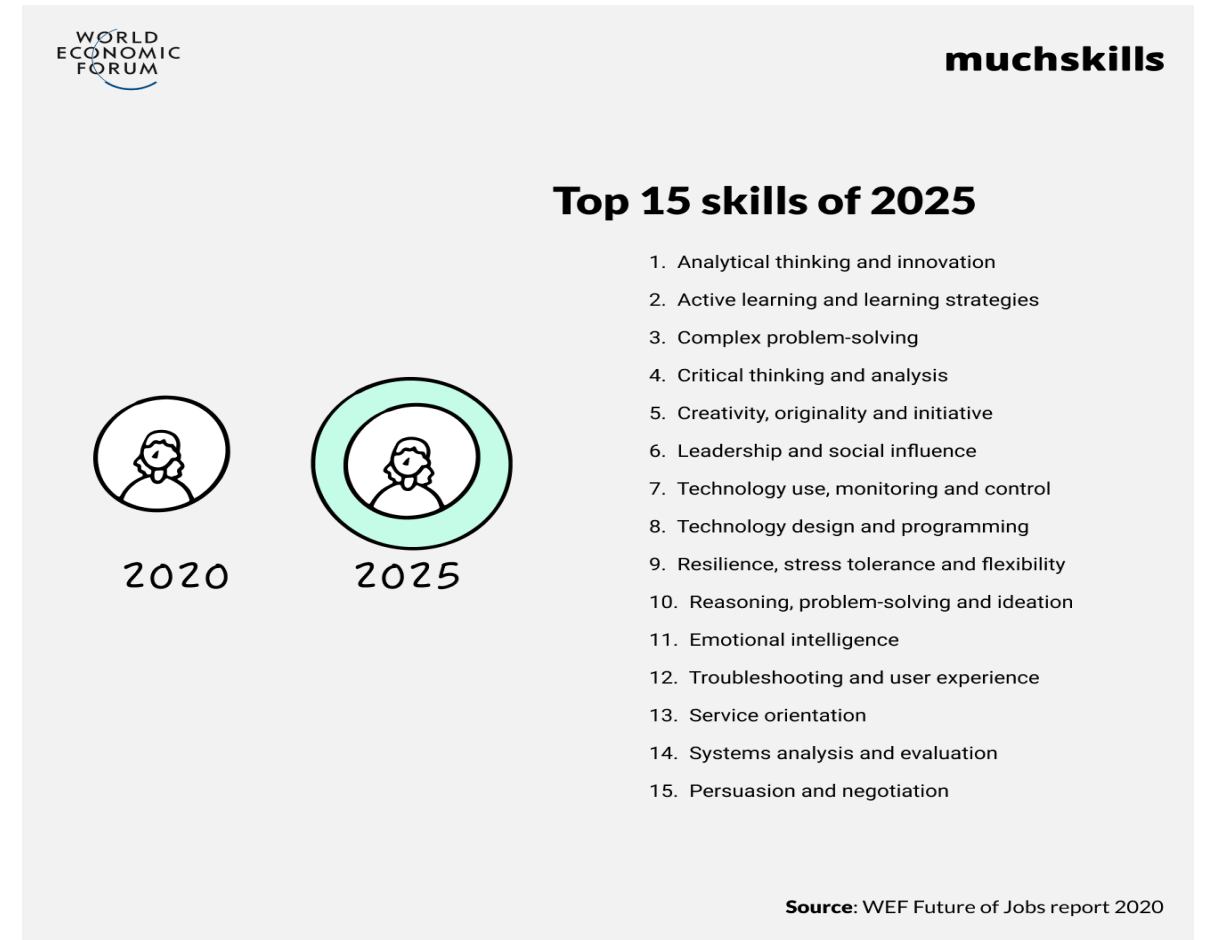
Skills acquisition will be lifelong process in your career



Key Skills required across multiple professional sectors

- **Adaptability**
- **Critical Thinking**
- **Communication**
- **Digital Skills**
- **Networking**
- **Leadership**
- **Innovation**

Top Employability Skills sought by employers Ref :UCC Employer Partnership Forum 2023



Core Competencies



Employability Guide

PwC

www.pwc.ie/employability

*Great questions to ask yourself to get you thinking
about your skills*

Some examples



Make the most of your employability skills

You might not know it, but there's a good chance you're developing the types of skills that employers are looking for every day. Skills like communicating, organising and teamwork are always in demand. You might have shown these attributes in different scenarios: your extracurricular activities or your sporting achievements and in more recent times through transiting in and out of a virtual academic environment.

This employability guide is a useful way of reflecting on your experiences and using that insight to think beyond your horizon. How could what you've done in the past, professionally and personally, relate to the job you are hoping to get? How might that influence the way you complete your application or answer in an interview?

You might also think about your personal brand. How can you make the most impact when you interact with employers? Employers connect with you in many ways: emails, application forms and social media, right through to face-to-face or virtual meetings or interviews. You need to make sure you always create the best possible impression.

Using this guide, you'll start to see how you can differentiate yourself, make the right impact and the right career choice. Your career is just that: yours.

- 01 Develop yourself and others
- 02 Be a strong communicator
- 03 Learn, share and innovate
- 04 Be a team player
- 05 Build your networks
- 06 Be open and honest
- 07 Be organised
- 08 Prepare for the unexpected
- 09 Keep developing your knowledge
- 10 Be passionate about what you do

Develop yourself and others

You're the kind of person who always wants to improve, so you'll be able to show employers how much you've done to personally develop yourself and to help others do better too.

Think about the things you've done well and not so well. Think about the times you've given other people constructive feedback that made a difference, or received your own feedback from someone and the action you took to develop a certain skill.

Skills like these could come from a whole host of different areas. You might have mentored a student at your local school. Maybe you've set yourself standards that go above and beyond the demands of your studies, part-time job or voluntary work. No matter what, you'll be passionate about developing yourself – and able to keep improving.



It's about

always striving to improve yourself

Think about how you might answer...



Have you pushed yourself to achieve things that go above and beyond?



Have you ever changed the way you did something after getting feedback?



Have you developed new skills outside of your studies?



Have you done any work experience, voluntary work or developed a new skill?



Have you provided constructive feedback to someone else?

Think about how you might answer...



Have you looked after an organisation's finances, such as being your club's treasurer?



Have you handled lots of different pieces of coursework and deadlines at the same time?



Have you managed your money to achieve a long-term goal, such as a gap year?



Have you ever adapted a plan as a result of a significant change?

Where are you now ?

You have changed – How ?

- Skills mapping



How have you changed since embarking on your degree

5 minutes written brainstorm exercise

Academic

1

2

3

Student Life / Extracurricular

1

2

3

Social and Personal

1

2

3



Challenge builds Resilience and Creativity 3 minutes written brainstorm exercise

Describe a challenge you overcame

How did you respond to the Challenge ?

What things did you do What steps did you take ?

What was the outcome ?

How did that change / resolve things

How have you changed ?

What additional skills/ competencies do you now have ?





Your Achievements

6 minute written exercise



Think of 3 significant things you have accomplished since starting your degree



1.....2.....3



What are you proud of ? (these may be visible or not visible to others)



What exactly did you do ?



What attributes, skills and competencies did you harness and utilise to achieve these ?



What impact did your actions have ?

You can demonstrate your competencies and skills by using the **STAR** Technique to structure your answer

The **STAR** technique is a great way to structure your examples for each capability.

When you are giving your example, be very conscious that your time is limited and by talking unnecessarily on one topic may leave less time for the delivery of other key points.

Be very focused, and use the **STAR** technique to structure your examples for each capability.

Some key tips...

Throughout your answers, highlight the key capability that you used and ensure that they are matched to the key capability required for the role; such as communicating & influencing, customer relationship management, results focus and teamwork.

Be as succinct in your answers as possible and know when to stop talking

Try not to mention lots of people's names and to get caught up in the finer details of the story. This will cause confusion and dilute the message you are trying to present.

Situation

- Think of a situation where you applied the capability in question.
- You must ensure you explain the circumstances surrounding your example.
- Set the scene allowing the interviewer to understand the background.

Task

- Explain what the tasks were.

Action

- Describe the actions you took to fulfil those tasks.

Result

- Highlight the results that were achieved.

Select a skill- Demonstrate with a real life example

S Situation	Detail the background. Provide a context. Where? When?
T Task	Describe the challenge and expectations. What needed to be done? Why?
A Action	Elaborate your specific action. What did you do? How? What tools did you use?
R Results	Explain the results: accomplishments, recognition, savings, etc. Quantify.

'STAR' Technique to Answer Behavioral Interview Questions

<http://www.RightAttitudes.com>

Your skills and strengths and attributes

Make a list

Skills

Strengths /Attributes (personality)

1

1

2

2

3

3

4

4

5

5



SCOT ANALYSIS

Strengths (Internal)

What do I do well?

Challenges (Internal)

What can I improve on ?

Opportunities (Areas for development)

Who can help me?

What can help me?

Threats -Obstacles (What might hinder me me)

Are there challenges/ obstacles ?

What can I do about these?





Home



How UCC Career Services Can Help



Embrace the Unexpected



Self-Assess for Career Success



Get Experience



The Post-Covid Job Market



Further Study



Career Decision



Get Ready to



Apply for Jobs



Network to

