

Looking at your skills and finding that job – an audit.

Look at each skill item and apply to yourself the score 1-4. 4= strongly applies to you 1= weakly applies to you.

Q	1	2	3	4	Skills	Definitions
1					Leadership	Motivating and empowering others
2					Planning and organising	Organising events and time
3					Quality creation	Ensuring standards are met
4					Persuasiveness	Influencing and convincing others
5					Technical ability	Having the required job skills
6					Problem-solving	Analysing issues and finding solutions
7					Oral communication	Speaking clearly and fluently
8					Written communication	Writing clearly and fluently
9					Commercial awareness	Applying business skills to the job
10					Creativity and innovation	Creating ideas and new approaches
11					Action orientated	Making decisions
12					Strategic thinking	Understanding long-term events
13					Interpersonal sensitivity	Respecting others and interacting well
14					Flexibility	Adapting well to change
15					Resilience	Remaining calm under pressure
16					Personal motivation	Ability to work consistently at goals
-					Totals	

The results can give you an idea of you strengths and weaknesses which you can take account of when assessing your suitability for a post advertised, completing the application and then having the interview.

Self-report.

- There are two ways of dealing with weaknesses a) live with them b) overcome them.
- The critical point is to assess your strengths and weaknesses and then assess whether the likely demands of a job or new role, will or will not be compromised by your weaknesses.
- When assessing an advertisement, you need to ensure that you know which skills are considered **essential** and which are **desirable**.

Finding that job.

There are four main ways of doing this and one should consider using all of them

<p>Job advertisement.</p> <p>The most open and competitive way. You know that jobs are legitimately and fairly advertised. Includes newspapers, trade magazines and the internet.</p>	<p>Recruitment agency including government centres.</p> <p>Employers may pay to find recruits. A database is kept and suitable candidates referred to the employer. A variant is that of the “headhunting” agency.</p>
<p>Speculative applications</p> <p>Shows initiative but an element of luck means vacancies might or might not be available. The key issue is to ensure the correct decision-maker is contacted. Your application may be kept on file.</p>	<p>Networking</p> <p>Word of mouth. Many jobs are never advertised. Success depends on how good your network is and whether you are in the right place at the right time.</p>