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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Labour Centre:** |  | | | | | | |
| **Gender:** | **Male** | | | | **Female** | | |
| **Age:** | **16-35** | | | | **36+** | | |
| **Education:** | **Gr 7 and less** | **Gr 9-11** | **TVET/FET** | **Gr 12** | | **Degree or post-school diploma** | **Post-graduate** |

The Department of Labour is trying to find out if this checklist will be helpful to work-seekers when they look for work. Please help us with this by competing it.

Skills Checklist

When employers hire work-seekers, they look for the skills that the specific vacant post requires and how the work-seeker matches up to the skills requirements. It is thus critically important that you identify which skills you have, that you can use in the job you apply for.

Before you apply for a job, you need to identify your *transferable skills*, so you can sell yourself to the employer in the best possible way. *Transferable skills* are skills you gathered in previous jobs, part-time jobs, work you did in your free time, in your hobbies or clubs you belong to, during learnerships or internships, short work placements or volunteer experiences. You will be able to use transferable skills in a future job opportunity.

You may have more *transferable skills* than you think to offer employers. Improve your chances to be successful during your job application, by identifying which skills you have to offer the employer. .

You can attach your Skills Checklist to your Curriculum Vitae, or use the skills you have identified to develop a Curriculum Vitae that focuses on highlighting your skills. You can use the Skills Checklist to prepare for an interview. The Skills Checklist can also give you an idea on which work skills you still need to develop. You can also use the Skills Checklist for a variety of other purposes, such as choosing a career or study direction, or products and services to render in a small business or co-operative.

**Tip 1:** Some people rate themselves on a scale from one to five on each skill they possess on a Skills Checklist, with one being poor and five being excellent. Three would mean average. They then place their skills with their own rating in their CVs-this makes a pretty good impression!

**Tip 2:** Print the **Curriculum Vitae Activity List**, mark the words you have done in your previous work, training or hobbies and you can use those words to make your Curriculum Vitae look more professional.

**Skills Checklist**

The Skills Checklist is not a psychometric test and will therefore not give your strength with regard to each skill. The Skills Checklist just gives an indication of your own opinion on your skills. You must not use it as the results of a “*Skills Test*” during any job application process. It was designed to merely help you talk more easily about skill areas that you have already developed through work experience.

Remember, you will not have skills in all the work skill areas, and also not the same strength of skill in all skill areas. Every person has different skills to offer.

In some of the skills you may find that you cannot do everything that describes that skill-this just means you need to develop those parts of the skill-that will help you.to look for situations where you can gain those skills!

Read through the list below and mark those skills that you think you have gathered. Mark only those which you feel comfortable in offering to employers. When you prepare for a job interview, you must be able to explain to employers why you think you have the skills as indicated and in which situation you have gained them. If you indicate that you have problem-solving skills, the question might come that you must give a situation where you solved a problem and how you did it!

**Written Communication skills**

You are able to express yourself well in written language. **√**

|  |  |
| --- | --- |
| **Written communication skills** (Writing letters, proposals, reports, manuals, stories, songs, magazine articles, advertisements, or correcting language and spelling) |  |

**Verbal Communication**

You are able to express yourself well in spoken language.

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| **Verbal Communication skills** (Telling other people about new ideas and proposals, persuading people, giving your opinion without offending, holding interviews with people and leading group discussions, speak before groups, actively listening to what others are saying and ideas they are proposing and not assuming the major role in conversations.) |  |

**Non-Verbal Communication**

You are able to pick up what other people are thinking and feeling from their facial expressions and body posture.

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| **Non-verbal Communication:** (Picking up other people’s feelings and thoughts by looking at their facial expression and body posture and responding to it appropriately, showing acceptance of others through your own body and facial expression, conveying that you belief in your own worth through your body posture and facial expressions,) |  |

**Other Languages**

You an use other languages than your home language.

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| --- | --- |
| **Other languages:** (Other languages that you can speak, write and read, apart from your mother tongue., you can translate and interpret from and to those languages) |  |

**Calculating numbers**

You can work with numbers

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| --- | --- |
| **Calculating numbers:** (Adding, subtracting, multiplying and dividing, compiling statistics, using a calculator or cash register to work with numbers.) |  |

**Financial skills**

You can work with finances.

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| **Financial skills:** (Preparing accounts, doing budgets, listing income and expenditure, do balance sheets, collecting debt and managing credit, raising funds) |  |

**Computer skills**

You can use a computer for a number of purposes.

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| --- | --- |
| **Computer skills**: (Analysing tasks, writing computer programmes in different computer languages to make work easier for people, using different computer programmes to do your work (for example Ms Outlook), searching the internet, using social media, such as LinkedIn and facebook, being able to correct problems with computers) |  |

**Research skills**

You are able to solve problems through gathering information.

|  |  |
| --- | --- |
| **Research skills:** (Identifying problems, investigating needs, gathering information from a variety of sources including the internet, books and articles, recording information, considering how to solve the problems, imagining alternatives, writing up results.) |  |

**Leadership skills**

You can take the lead in situations.

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| **Leadership skills:** (Ability to propose change, or new ideas, or the general direction to take, provide expertise, communicate the ideas to other people in a way that excite them and encourage them to implement the ideas, coaching them to continue with the work during setbacks, create a positive work environment that encourages work, build people up to believe in their ability to do the work and influence people to do the right thing) |  |

**Management skills**

You can set goals and encourage people to reach them.

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| **Management skills:** (Setting out tasks to be done, setting timeframes for the tasks, ensuring your team has the resources, such as funds, equipment and tools to perform their work, ensuring employees receive training to do the work, encouraging employees to do work, helping employees to stick to timeframes, staying within a budget during performance of the tasks, choosing alternative methods to do tasks, meeting skills, you respect your workers’ rights and dignity, you help your workers to learn and grow.) |  |

**Community Management skills**

You can improve your community for the better.

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| --- | --- |
| **Community management skills**: (Ensuring the safety, security, well-being and upliftment of people and animals in the area where you live, raising funds for projects to uplift your community, using the available goods and people in your area for the upliftment of people and animals). |  |

**Government Management skills**

You can contribute to service-delivery through skills gathered in Government institutions.

|  |  |
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| **Government Management skills:** (Ensuring service-delivery to the people of South Africa in areas in which you have worked before for Government, for example education, water and sanitation, electricity, forestry, agriculture, social development, health, road works, etc.) |  |

**Administrative skills**

You can do general office work

|  |  |
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| **Administrative skills**: (Filing, typing, organizing meetings, ordering supplies, keeping record, managing appointment books) |  |

**Marketing and Sales Skills**

You are able to make people aware of a product or service to encourage them to buy it.

|  |  |
| --- | --- |
| **Marketing and Sales Skills:** (Coming up with creative and attractive ways to make people aware of products and services, persuading people to buy products and services,control stock availability and ensuring a profit, ensuring customers are happy with their product and service) |  |

**Technical skills**

You are able to work with tools, machines and buildings.

|  |  |
| --- | --- |
| **Technical skills:** (For example, constructing buildings, plastering, painting, carpentry, electrical wiring,operating machines and equipment, fixing faulty household appliances, drawing plans for a building or machine and electronics. List your own technical skills-there are many that you could have.) |  |

**Counselling/teaching skills**

You are able to listen to others and provide advice.

|  |  |
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| **Counselling skills**: (Listening to others, showing understanding, helping to think of solutions for problems, advising others, helping people overcome life challenges, help people overcome conflict, teaching people new skills) |  |

**Family and Health Care skills**

You are able to ensure health and well-being of people

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| --- | --- |
| **Family and Health Care skills:** (Household skills, cooking and baking, taking care of children, sick people and older people, cleaning buildings, gardening.) |  |

**Physical strength skills**

You are healthy and fit and can do work that takes body strength.

|  |  |
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| **Physical Strength skills:** (Your body is strong, you are healthy, your senses of eye sight, hearing, taste, smell and touch are good, you can do work where you use your body a lot.) |  |

**Self Management skills**

You can conduct yourself in a responsible way at work.

|  |  |
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| **Self Management skills:** (You are a hard worker, show commitment and reliability to your work, you do a task to the best of your ability in the time given, you adhere to timeframes and work rules, you make other plans if you see you cannot cope, you can motivate yourself to go the extra mile, you are honest and thorough) |  |

**Teamwork skills**

You can work well with others on a specific task or project.

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| --- | --- |
| **Teamwork skills:** (You collaborate with others in a way that does not cause conflict, you can accept others’ point of view, you understand that people have different skills and that each person can contribute, you can get others to work together in a good way without conflict, you do not set people up against each other.) |  |

**Networking/Interpersonal skills**

You can set up good relations with people and organisations to help you in your work.

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| **Networking skills:** (You develop good relations with other employees and people from different organisations to help your employer get the work done, generally you get along well with others and create a positive atmosphere, you are able to put yourself in others’ shoes, you are accepting of and respectful to other people, you are loyal to people and you support them). |  |

**Emotional skills**

You can deal with your feelings in an acceptable manner.

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| --- | --- |
| **Emotional skills:** (You can refrain from letting your feelings get the better of you at work, you are able to remain calm and deal with stress, you can express your opinions without letting your feelings run away with you, you are able to stay positive about your work despite setbacks, you think that things will eventually turn out for the good.) |  |

**Diversity Management skills**

You can get along with different people**.**

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| **Diversity Management skills:** (You respect the fact that people are different, you can work with all types of people from all races and countries, people with disabilities, gender and age as well as people with different beliefs and preferences. You do not judge people because they are different from you. You understand that people may have prejudices and how it can affect their behaviour.) |  |

**Planning and organisation skills**

You are able to plan work and obtain resources to perform your task.

|  |  |
| --- | --- |
| **Planning and Organisation skills:** (You can break your work into smaller tasks and identify what you will need to do each task, you can set due timeframes for yourself for each small task to reach the employer’s timeframe, you canplan the work in order of urgency and do the most important and urgent work first.) |  |

**Problem-solving/innovation skills**

You can identify problems and solve them**.**

|  |  |
| --- | --- |
| **Problem-solving skills:** (You are able to pinpoint problems and think of different ways to solve them, you can come up with new ideas and view a problem from all angles, you can see which solution will be best, you are open to adapt to new thinking, you come up with new ways of doing things.) |  |

**Lifelong learning skills**

You can learn new skills easily.

|  |  |
| --- | --- |
| **Lifelong learning skills:** (You are open to learn as much as possible, you learn new skills quickly, you are able to combine different skills to perform a task, you understand the importance of learning for as long as you live, to help you become more of what you can be.) |  |

**Industry skills**

List all skills you learnt in your specific area of work on a separate piece of paper, for example motor mechanics or cashier, so that you can also add that to your Curriculum Vitae, if they have not been included.

|  |  |
| --- | --- |
| **Industry skills:** |  |

When you finished completing the Skills Checklist, press **Submit** and you will get a summary of your Skills, which you can use for your Curriculum Vitae or to take to a Careers Counsellor for further advice.

**Resources**

1. Australia Job Search Guide. www.Careercentre.dtwd.wa.gov.au.
2. Checklist of Transferable skills. [www.ceswoodstock.org](http://www.ceswoodstock.org).
3. Transferable Worksheet. https://www. nsu.edu.
4. Resume Skills Checklist.www.hofstra.edu.
5. Job skills checklist. https://owl.english.purdue.edu.
6. List-of-skills-for-resume. www. pocketposingguide.com.
7. Relevant Skills Checklist.www.scu.edu.
8. Skills Checklist. www.slic-project.eu.

**Evaluation**

The Department of Labour is interested in how the Checklist worked for you. Please help us rate it:

**The language in the Checklist was:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Very easy** | **Easy** | **Okay** | **Difficult** | **Very difficult** |
|  |  |  |  |  |

**The Checklist explains the skills well:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fully agree** | **Agree** | **Okay** | **Not agree** | **Totally not agree** |
|  |  |  |  |  |

**Do you think the Checklist can be helpful when you apply for work?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fully agree** | **Agree** | **Okay** | **Not agree** | **Totally not agree** |
|  |  |  |  |  |

**Comments (Please write any comments that can improve the Checklist or make it easier):**