

# **Personal Development - Reflecting on your Skills & Attributes**

**How does my University experience fit in with  
what employers are wanting?**

## **What is Employability?**

- **Skills that employers are seeking in graduates.**
- **Degree is a baseline, a given level of knowledge.**
- **Employability skills differentiate you.**

**What is Employability?**


**Activity:**

**From the lists below, pick which you think are the top ten skills employers are wanting...**

- **Commercial Awareness (business acumen)**
- **Communication**
- **Teamwork**
- **Negotiation and Persuasion**
- **Problem Solving**
- **Leadership**
- **Organisation**
- **Perseverance and motivation**
- **Ability to work under pressure**
- **Confidence**
- **Numeracy**
- **Adaptability**
- **Valuing diversity**
- **Decision making**
- **Commitment**
- **Flexibility**
- **Autonomy**
- **Time management**
- **Computer literacy**
- **Learning skills**

**ALSO.....**

- **Resilience**
- **Analytical Skills**
- **Enterprise & Entrepreneurial Skills**
- **IT Skills**



**Would you be able to demonstrate all of these??**



self-reflection

**"Reflection gives the brain an opportunity to pause amidst the chaos, untangle and sort through observations and experiences, consider multiple possible interpretations, and create meaning.**

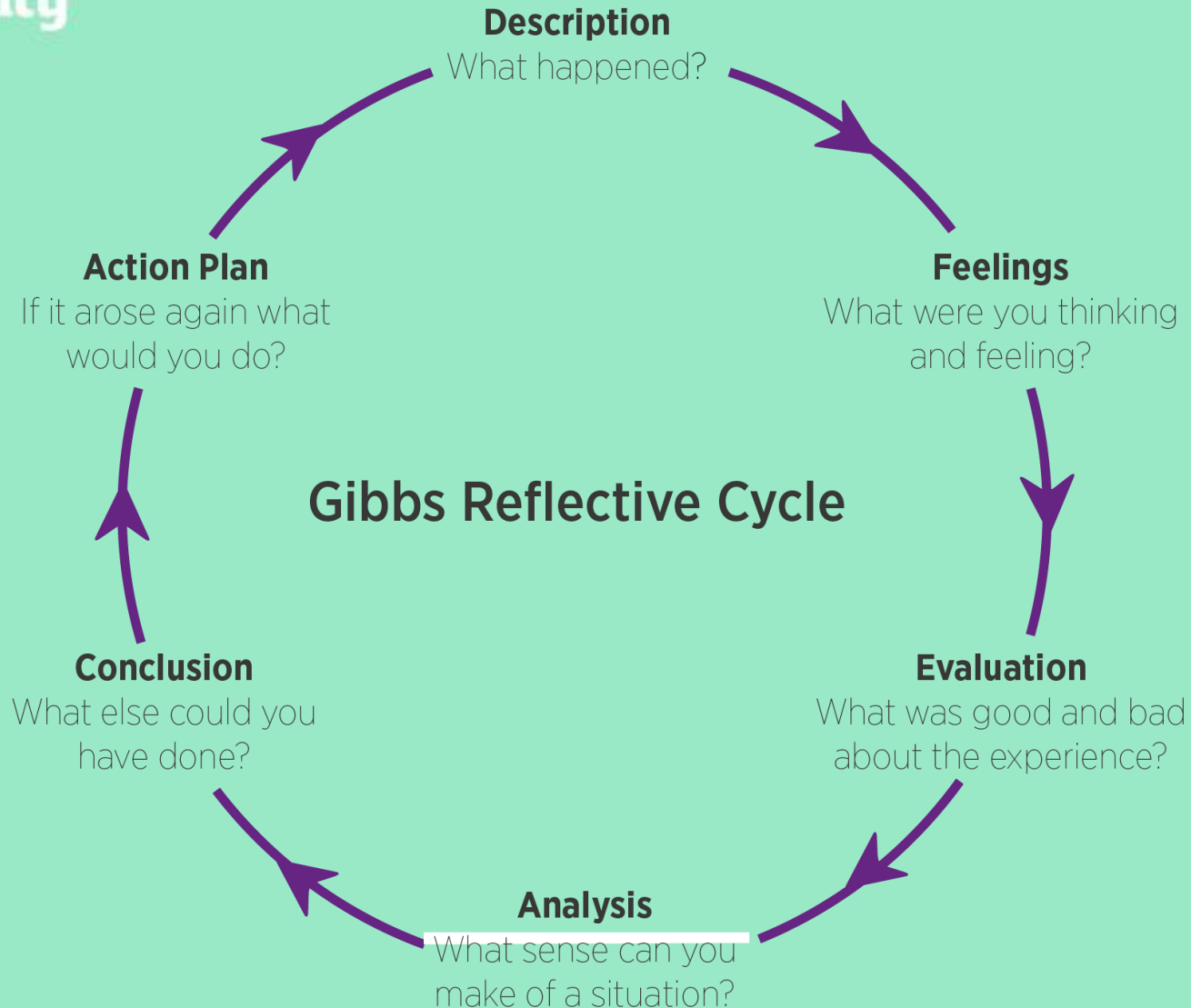
**This meaning becomes learning, which can then inform future mindsets and actions.**

***Harvard Business Review, 2017.***

## **Benefits of self-reflection**

- **Help you to put things into perspective**
- **Help you to stay on track with your goals**
- **Increase your awareness of time management**
- **Help you to get in touch with your true feelings**
- **Help you to understand a work/life balance**
- **Help you to recognise and celebrate your successes**
- **Help you to learn from your mistakes**

## Gibb's Reflective Cycle



## Activity

**Thinking back through your studies, what have you learnt.....**

- **Learning content - developed understanding of various topics?**
- **Aspects of assessment - e.g. written reports, assignments, presentations, group projects.**
- **Behavioural change - e.g., became more confident?**



## **Competency questions you may be asked at interview include:**

- **Describe a situation in which you led a team.**
- **Give an example of a time you handled conflict in the workplace.**
- **How do you maintain good working relationships with your colleagues?**
- **Tell me about a big decision you've made recently. How did you go about it?**
- **Describe a project where you had to use different leadership styles to reach your goal.**
- **Tell me about a time when your communication skills improved a situation.**
- **How do you cope in adversity?**
- **Give me an example of a challenge you faced in the workplace and tell me how you overcame it.**
- **Tell me about a time when you showed integrity and professionalism.**
- **How do you influence people in a situation with conflicting agendas?**
- **Give an example of a situation where you solved a problem in a creative way.**
- **Tell me about a time that you made a decision and then changed your mind.**
- **Describe a situation where you were asked to do something that you'd never attempted previously.**

**How to answer:**

**Use the STAR method:**

- **Situation/task** - Describe the task that needed to be completed or the situation you were confronted with. For example 'I led a group of colleagues in a team presentation to potential clients'.
- **Action** - Explain what you did and how and why you did it.  
For example 'We presented to around 20 big industry players in the hope of winning their business. I delegated sections of the presentation to each team member and we discussed our ideas in a series of meetings. After extensive research and practise sessions  
our group presentation went off without a hitch'.
- **Result** - Describe the outcome of your actions. For example 'As a result of this hard work  
and team effort we won the business of 15 clients'.

**Think....**

- **How does this fit in with what employers are wanting?**
- **How would you articulate this in an interview?**
- **Produce answers to the competency questions based on your reflections from your degree and placement/internship/work experience.**

**Going forward, how will you use this?**

**Will you build on your reflections through your graduate role, career?**

# Employability advice

## Appointments & Groupwork sessions available to look at:

- **Job search**
- **How to gain work experience**
- **How to make successful job applications**
- **Preparing targeted CVs**
- **Interview preparation and 'mock' interviews**
- **Personal statements for post-grad study**

**To book a 1:1 appointment visit Careers Connect or online at**

**<https://www.shu.ac.uk/careers>**

**Appointments are available all day on a Monday - Friday.**



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