**Speaker 4 – Employability Skills**

**Activity – Getting ready for an interview**

**Name:**

Do your homework before you go in for a job interview:

* Write out the skills the employer is looking for.
* Make the connection for yourself between what you can do and the skills you have.
* Help your prospective employer see the ways you are a good fit for the job or task by matching examples of skills and how you have demonstrated them at home, at school, at work or in the community against the employer’s or client’s skill needs.

To help you organize your thoughts, use the following matrix, which gives you a way to match your skills and achievements with the needs of employers.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Skill Needs (from job ad) | My activities | My skills | Examples of how I have demonstrated my skills |
| Good organizational skills |  |  |  |
| Good interpersonal skills |  |  |  |
| Good communication skills |  |  |  |
| Ability to work effectively under pressure with deadlines |  |  |  |
| Ability to operate personal computer and technology |  |  |  |
| Good grammar, spelling and punctuation skills |  |  |  |
| Ability to work with minimal supervision |  |  |  |
| Ability to maintain confidentiality |  |  |  |

Adapted from: https://www.conferenceboard.ca/edu/toolkit.aspx