**Employability Skills**

**Directions: Use the “Employability Skills” PowerPoint and your prior knowledge to answer the following questions.**

**Save this file into your directory.**

**Explain each of your answers. Key your answers after each question as well as format each in a different color.**

**Print one copy when complete.**

1. Employability or ‘hard skills’ are the foundation of your career building blocks and they are frequently referenced in the media as lacking in school-leavers, graduates and those already in employment.

True False

1. For employers, getting the right people means identifying people with the right skills and qualities to fulfil the role and contribute to the organization's success.

True False

1. Candidates may have the qualifications and 'soft skills' needed to be able to manage the job role but, without a well-honed set of 'hard skills', employers are less inclined to hire.

True False

1. Examples of ways that you can develop or improve your communication skills include: Doing group assignments as part of your studies; Volunteering for a community organization; Thinking about how you can work better with other people at your workplace; Joining a local sporting team.

True False

1. Examples of ways to develop or improve your learning skills include: Doing a short course or online course; Doing some research into learning skills and learner types; Starting a new hobby; Joining a sporting or volunteer group.

True False

1. Some more specific technology skills relate to hardware, like using social media, working with design or video editing software or knowing programming languages.

True False

1. Other technology skills relate to hardware, like knowing how to use EFTPOS, a cash register, a photocopier or scanner, a camera or a recording studio.

True False

1. In addition to giving you an advantage in your job search, employability skills may also position you for lower-earning roles with greater growth potential.

True False

1. Training and education show potential employers that you take your professional life seriously.

True False

1. Participate in long-range planning initiatives, strategic planning sessions or event management that can help you hone your skills in this arena.

True False