

BEST

LTD

EMPLOYMENT

You can't do better.

CAREER

Becoming Employable

Being Employable

Even if you don't have the skill or experience, you ARE employable.

Employability skills are the basic non-technical skills and knowledge needed for employees to effectively participate in the workforce.

These skills are also referred to as capabilities, enabling skills, key competencies, or generic skills.

These include *punctuality, presentation, respect, reliability etc.*

There are many parts of your life where you can develop your employability skills, including your job, school, study, hobbies, sport or helping your local community.

Employers look for these skills, which can often out rank ability and experience.

Sometimes you may need to study to get the skills or qualification you need to be employed in a particular area, but being 'employable' is a lot more than just your resume.

Work for the Dole, Volunteering and Work Experience

Being a volunteer is a great way to contribute to your local community and can help you to become more employable by improving your skills, knowledge and networks.

See every task as an opportunity to meet employers and prove yourself.

Skill Match

Most people don't stay in the same job until they retire. You are likely to have several different jobs over your working life. Working out which jobs suit your skills and interests is a good way to find a career that is right for you.

When choosing a job or career you should consider:

- Skills
- Interests
- Future Goals
- What is important to you: family or a higher salary?
- Are you prepared to travel?

Climb the Ladder

Once you have found an industry or area you like, or have a goal of where you want to be, you may need to advance your career.

Tips to help get that *next promotion* are:

- Improve your networks
- Identify areas to advance to: may require further study
- Personal development: communication and leaderships skills to become more efficient
- Study: put your hand up for further study/training to improve your qualifications.