



Your **skills**, your future...

Life and work decisions are always more satisfying when they fit with the values most important to you. Reviewing your skills, values and competencies in a structured way can really help you to identify the type of work that is best suited to you, as well as highlight career options you hadn't previously considered.

This guide will take you through a quick self-assessment skills health check. It is incredibly simple, yet can **really boost your job search success** by making you more aware of your own abilities and able to communicate them to prospective employers.

"We get feedback from employers that a high proportion of applicants they have interviewed cannot explain their skills. In many cases, these people will have the necessary skills to be successful in a job but struggle to communicate them effectively."

Michele Ridland, Business and Corporate Services Manager - Supertemps

On the next page you'll find a form to print out and complete, which will help you identify what skills you've acquired during your work and life experiences, as well as analyse them in relation to the three main skills groups that employers are looking for which are:

- **Technical** - specialised skills and knowledge required to perform specific duties. Often easily recognisable *e.g. accounting, engineering*
- **Transferable** - the basic skills required to perform a variety of tasks *e.g. communication, leadership, customer service*
- **Personal** - individual attributes you have such as attitudes, personality, work habits and values *e.g. adaptable, can work under pressure, trustworthy*

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