

# RealWORKS Employability Assessment

### Your Report

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Taken on: Wednesday, Apr 21, 2021

### Areas to Focus on

- 1 Interviews & Offers
- 2 Preparing for Work
- 3 Self-Awareness

### Overall Score

39%

Your average score is **low**, based on your self-assessment across all categories. This would suggest you don't have a confident grasp of the main factors that affect your employability. Don't worry, though, the award link below takes you to a comprehensive set of programmes designed to develop and deepen your knowledge. From self-awareness through the hiring process to succeeding in your new job, work through it to become completely confident about your employability.

### Next Steps

- Go to your Employability Award
- Need more support? Contact your careers service to get some help

### Self-Awareness 3.7

Your responses suggest you may not be that confident about your self-awareness: That means you could struggle with the following:

- Identifying your strengths and skills and understanding the difference between the two
- Knowing what would incentivise you to work harder
- Being clear on what your values are or what's important to you at work
- Knowing what type of work you prefer to do or how you prefer to communicate with others

Don't worry. Most people aren't even aware of their lack of self-awareness, so you're already ahead of them! Improved self-awareness can make all the difference to your confidence and can help you to make the right career choices, so take the time to develop yours with the self-awareness programme below.

### Your Actions

- Go to your Programme
- Check out RealWORKS for further support and events

### Detailed Results

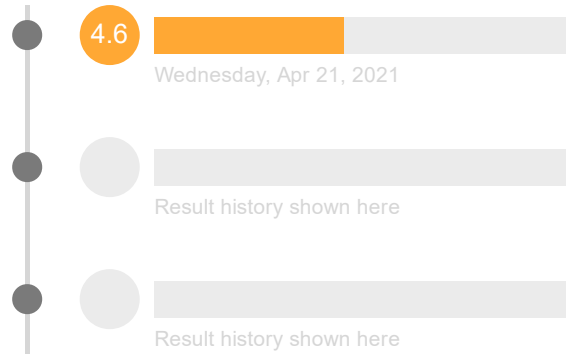
Statement	Score
I know what's important to me & what I'd need to get me up every morning for work	1
I can easily name my top 5 strengths & give examples of where I've demonstrated them	3
I can explain how I prefer to work & why I like to work that way	7



It looks like you're quite confident about your workplace skills. That probably means there are some skills you're comfortable with and others that you aren't so sure about. To be fully confident about the seven core workplace skills you need to know how to:

- Fit in a team, why teams fail and succeed and how to handle conflict
- Define a problem, analyse it and identify potential solutions
- Set out the criteria for a decision, generate different options and select the best one
- Prepare for a presentation, use visual aids, deliver a presentation and be fully aware of the impact of your voice and body language
- Prepare for a negotiation, open, run and close a negotiation
- Recognise your own leadership style as well as the skills and qualities needed to be a leader
- Explain clearly what commercial awareness means and how to research to develop your commercial awareness

When you're ready to fill in the blanks and join the dots work through the whole programme below.



### Your Actions

- To understand workplace skills more, go to your programme
- Check out RealWORKS for further support and events

### Detailed Results

Statement	Score
I am confident preparing and delivering presentations	3
I know the basic principles of collaboration & how to collaborate effectively	3
I am confident that I have the industry awareness I need	3
I understand the key qualities & skills that make a leader	4
I know the steps involved in good decision making	5
I'm comfortable solving problems	6
I can explain clearly what teamworking means & the skills I've developed so far	8



## Career Possibilities

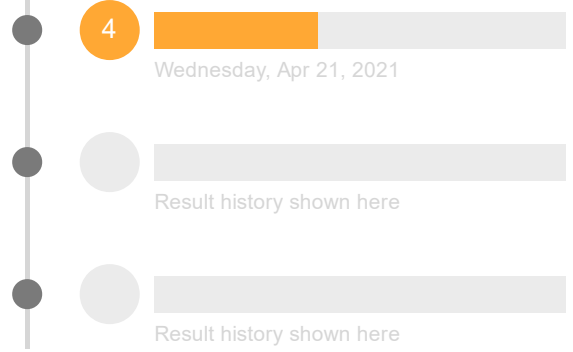
4



It looks like you're quite confident about your career possibilities. That probably means there are some areas you're pretty comfortable with. That's great, but you may be missing something vital to your potential career direction. So, make sure you know about all of the following:

- The different potential career options out there or how to find out about them
- How to build your work experience and get the most out of those experiences
- The possibilities of working for yourself, including becoming an entrepreneur
- How to make decisions about your career and plan your next steps

When you're ready, fill in the blanks and join the dots work through the whole programme below.



### Your Actions



Go to your programme



Check out RealWORKS for further support and events

### Detailed Results

Statement	Score
I know how to plan my career & identify my next steps	3
I know how to gain and use relevant industry experience	4
I have considered the possibilities of working for myself	4
I have a good idea about what my potential career options are	5



## Job Hunting

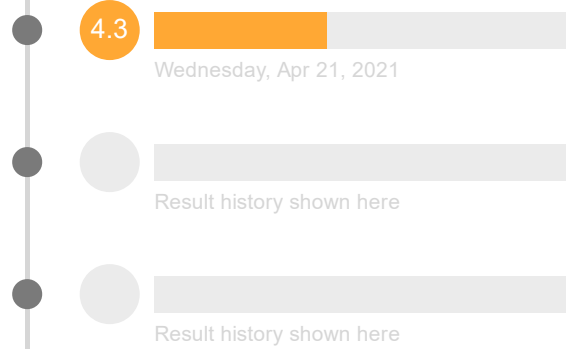
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It looks like you're fairly confident when it comes to job hunting. So you can probably tick off quite a few of the points below:

- Knowing the steps to take for a successful job hunt
- Understanding of how digital tools and online presence and networking can help you get a job
- Being comfortable networking face-to-face
- Knowing how to make sure you get the best results from the recruiters you work with

Job hunting, however, is competitive and to get the job you're after you need to know all the above. When you're ready, take a look at the programme below and work through it to take you from fairly confident to highly confident in the art of job hunting.



### Your Actions

- When you're ready to hunt for opportunities, go to your programme
- Check out RealWORKS for further support and events

### Detailed Results

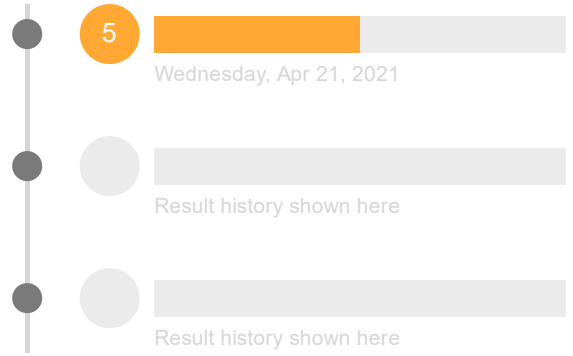
Statement	Score
I am comfortable networking face-to-face	1
I understand the steps to take for a successful job hunt	4
I understand how recruitment agencies could benefit me	5
I know how online profiles and digital tools can help me get a job	7



It looks like you're quite confident with CVs & applications. That means there are probably areas that you're not as comfortable with as others. To be successful at applying for your chosen job you need to know all of the following:

- How to structure and format your CV to make it attractive to different employers
- The sections you need to complete, the most relevant information to complete them with and what to highlight
- How to make your CV content appealing to employers and optimise it for Applicant Tracking Systems
- How to write a compelling application and cover letter
- How to make a speculative application

You're in a good place, but when your ready to apply for an opportunity, work through the programme below to make sure you can tick all the boxes.



### Your Actions

- When you're ready to apply for an opportunity, go to your programme
- Check out RealWORKS for further support and events

### Detailed Results

Statement	Score
I know how to write a compelling application	3
I am confident I can create a CV or portfolio that shows me in my best light	7



You're answers suggest you aren't that confident when it comes to interviews and offers:

- You're probably not clear on the preparation you need to do whether that's on the basics, yourself, the employer or the type of practice you should be doing
- You may not know the more common interview questions or how to answer them
- You possibly don't fully appreciate the impact your body language has on the interviewer
- You may not know how to follow up
- You are possibly anxious about or unaware of how to negotiate the different aspects of your offer

Don't worry. All of the advice you need to become confident in every one of these points is available to you by clicking on the activity buttons below.

2.8

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Result history shown here

Result history shown here

### Your Actions

- ➔ When you're ready, go to your programme
- ➔ Check out RealWORKS for further support and events

### Detailed Results

Statement	Score
If I had to prepare for an interview right now I would know what to focus on	1
I could name the top body language habits I need to avoid in an interview	1
I'm aware of the potential benefits & pitfalls of negotiating my contract	3
I know why & how to follow up after an interview	4
I am confident I could answer the more common interview questions employers ask	5



## Preparing for Work

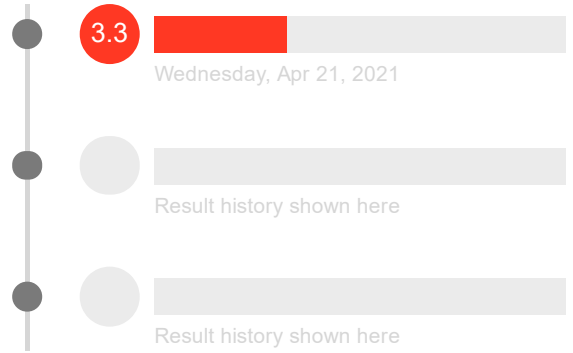
3.3



Your answers suggest you aren't that confident about getting yourself ready for your new job. That probably means you aren't sure about much of the following:

- The basics: accommodation, money and travel etc
- The new mindset you'll need to adopt
- The expectations that your new employer may have of you
- The impression you want to make and how you're going to make it
- What you need to thrive each day at work
- What it means to be a manager & the skills required

Don't worry. Very few people know how to prepare themselves for their new job, which can mean they struggle or even give up soon after they've started. However, the programme below can help you with all of this. When you're ready you can work through it carefully to build your confidence and make sure you hit the ground running.



### Your Actions

- When you're ready, go to your programme
- Check out RealWORKS for further support and events

### Detailed Results

Statement	Score
I understand what it means to be a manager & the skills required	2
I am confident I know how to make the right impression in my new job	3
I know how to thrive in my new job	4
I know how to get myself physically, mentally & emotionally prepared for the workplace	4



This self-assessment and its learning programme have been designed to help you identify the things you need to develop to make yourself as employable as you can be. It will also help you visualise your progress as you deepen your knowledge and strengthen your skills. The employability skills you gain now will make all the difference to your career success in the near future, so be honest in your ratings, complete the programmes for each category and congratulate yourself as you become ever more employable!