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GRADUATE CAREERS: THE IMPORTANCE OF EMPLOYABILITY SKILLS

Qualifications are fine, but most employers are now looking for a more human touch.

You might have a degree, perhaps a technical qualification and a bit of work experience on your CV but have you promoted your soft skills? Do you even know what they are?

Soft skills – sometimes known in work-speak as "employability skills" – are becoming increasingly important to graduate recruiters **sifting through**¹ the CVs of a *growing pool* of similar looking applicants, according to experts.

While hard skills refer to things such as academic qualifications, soft skills include communication ability, teamworking, time management, problem solving and attitude to work. [...]

The good news is that, while many soft skills are inherent, others can be learned. "You can train yourself just as you can in hard skills," says Soraya Pugh, head of graduate at recruitment consultancy FreshMinds Talent. "If you are shy, for example, get involved in **debating societies**² and other clubs at school and university. There are also courses on communication skills that can not only teach you some soft skills but help you demonstrate to employers **self-awareness**³ and initiative simply by the fact you have signed up." [...]

Recruitment experts agree that graduates applying for jobs can start to highlight their soft skills as early as the CV stage.

www.theguardian.com, June 8, 2012

- 1 to sift through: examiner soigneusement
- 2 debating societies: groupes de discussion
- 3 self-awareness: confiance en soi

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