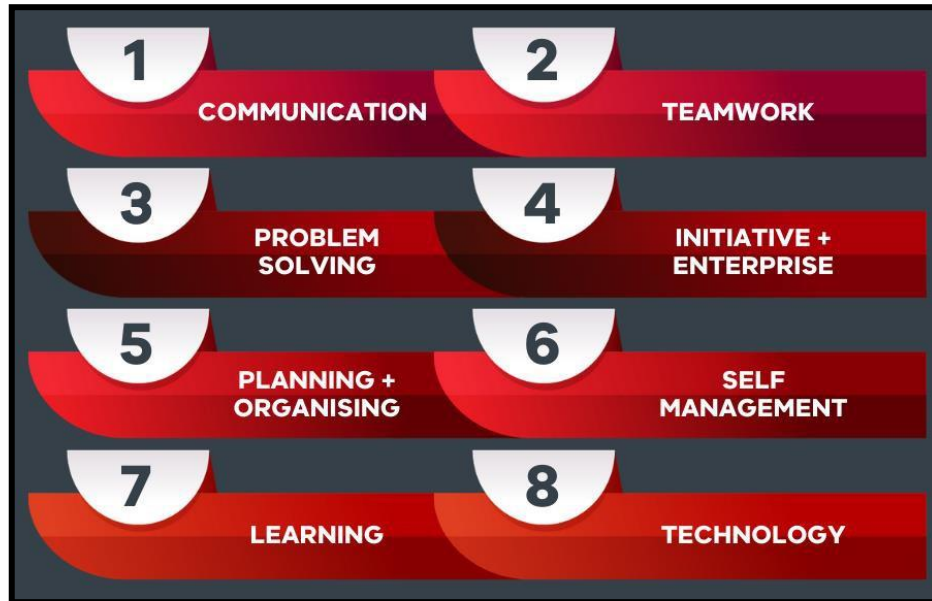


## Fact Sheet #3: Employability Skills

Understanding your transferable skills will help you to choose the right career and can give you an edge in today's competitive job market. The 8 Key Employability Skills universally valued by employers are:



Use the S.T.A.R Technique for each of the 8 Key Employability skills to describe your experiences, the skills you have to offer and how you can utilise them effectively in the workplace.



- S** **Situation** The situation you were in
- T** **Task** The task you needed to accomplish
- A** **Activity** The steps you took to handle the situation
- R** **Result** The result of your actions

### Applying the STAR Technique:

#### Example

As part of my role in retail sales **S** I communicate with customers to sell them a product **T** I use skills such as active listening to understand what their needs are and always speak clearly and directly **A** These actions ensure that the client receives the best product for them, assists in my exceeding sales targets and encourages return business **R**

**Need Help?** Contact the **Skills and Jobs Centre** at [sjc@vu.edu.au](mailto:sjc@vu.edu.au) to speak with one of our Career Advisors, or visit [www.skills-jobs-centres.com.au](http://www.skills-jobs-centres.com.au) for more information