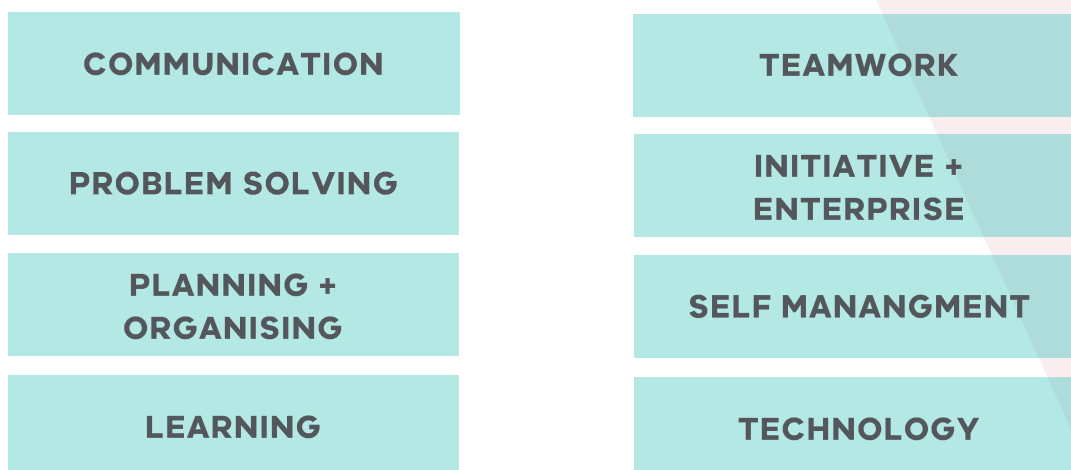


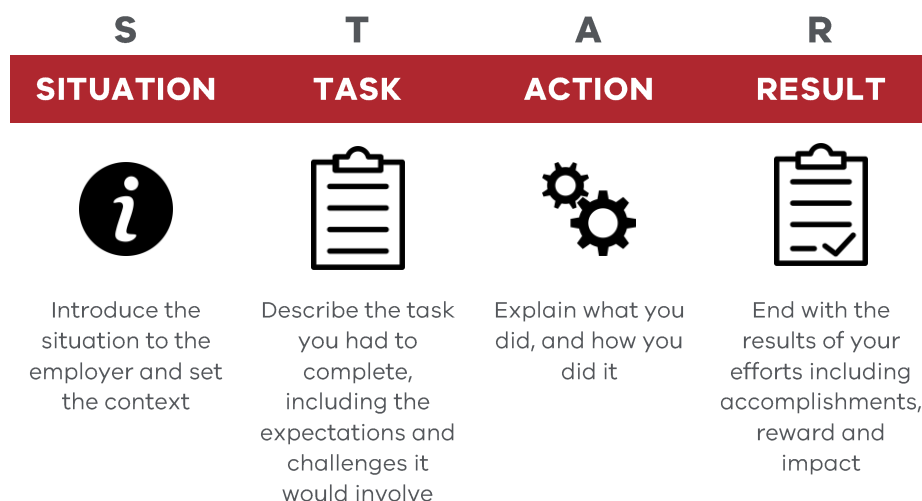
EMPLOYABILITY SKILLS

SKILLS AND JOBS CENTRES

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.



Applying the STAR Techniques

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 to speak with one of our Career Advisors, or visit www.skills-jobs-centres.com.au for more information