‘AberGrad’ Skills Checklist – Final Year UG Students - Example

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| ***Skills*** | ***Evidence*** |
| Creative problem solving | Using logic, as well as imagination, to make sense of your situation and come up with an intelligent solution.   * Leisure activities (e.g. chess, logic games, computing). * Overcoming obstacles to achieve an ambition or goal. * Working in a customer environment and resolving complaints, particularly in situations where there is no protocol. * Research (e.g. for essays or projects, or within the workplace). * Particular achievements in the workplace (e.g. devising new working practices to improve efficiency, information systems development, diagnosing and rectifying faults or issues). * Creative solutions to coursework problems. * Identifying appropriate source material for assignments. |
| Time management and organisation | Sometimes referred to as ‘self-management’ or ‘independent working.   * The ability to prioritise and make judgements about what is urgent and what is important. * Managing and prioritising your personal workload (time-management). * Organising social, sporting or charity events. * Arranging travel itineraries. * Organising work experience or placements. * Event management experience (e.g. customer liaison, co-ordination of bookings, organising equipment, planning advertising and working to deadlines). * Planning university projects (e.g. dissertation or final year project). |
| Teamwork | Evidence you are good at working with others – seeing issues from another person’s point of view. Are you willing and able to work cooperatively and collaboratively with others?   * Group work at university. * Team sports/ outdoor pursuits. * Work experience or voluntary work (e.g. negotiating with others to achieve an agreed objective, motivating and supporting other team members, improving working relations, resolving disputes by bringing together different opinions). * Organising an event with club or society members. |
| Leadership | Leading a group of people, articulating a purpose for the group and motivating people to fulfil that purpose.   * Team sports. * Clubs or student societies (e.g. motivating by taking a lead in problem-solving, clarifying tasks and facilitating). * Coaching and mentoring (e.g. PASS mentor). * Incidences demonstrating a key role in a group context. * Taking responsibility for a specific project in work or other context. |
| Communication (verbal) | * Part-time work (e.g. in any customer-facing role or where you needed to build relationships with others). * Customer relations work (e.g. involving listening and understanding needs, explaining, persuading). * Presentations or explaining research to those without specialist knowledge. * Course or hall representative. * Voluntary work which involves listening (e.g. Nightline, Samaritans). * Being a mentor in schools or within your department. * Group work as part of your course (e.g. articulating ideas, group discussions, supporting your position with logic). |
| Written communication |  |
| Initiative |  |
| Enterprise | Spotting an unexploited opportunity and making the most of it: essentially, identifying a gap in the market and filling it. However, it can also be about trying something new or improving a process to increase efficiency or boost results. |
| Critical and analytical thinking |  |
| Ability to apply discipline knowledge and concepts. |  |
| Information gathering, evaluation and synthesis |  |
| Emotional intelligence | Understanding what might be going through someone else’s head, without them having to explain it to you. This skill enables you to second-guess other people’s reactions, and will help you build constructive relationships. |
| Interpersonal skills | The ability to do what needs to be done without being prompted by others or the willingness to take a fresh approach   * Suggesting changes to a course representative. * Starting your own business (e.g. DJ/ club night). * Getting relevant work experience or sponsorship. * Starting a new student group, society or activity. * Coping well in a sudden crisis. * Working independently during a work placement or job to fulfil objectives. |
| Adaptability | Evidence you can thrive in a culture of change and continuous improvement, and can be flexible in the way they work and think.   * Working part-time whilst studying, perhaps taking on last-minute shifts. * Year abroad or independent travel abroad. * Taking on different roles and responsibilities. * Combining study with personal commitments. * Moving from home to university. * Becoming an integral part of a company on work experience or in a job (e.g. fitting in with the team and forming working relationships, accommodating a different set of expectations,  following expected conventions, suggesting and implementing improvements). |
| Drive | Are you results orientated and proactive? |
| Analytical thinking | Do you possess the ability to break down a problem into its component parts, identifying implications and causal relationships? |
| Conceptual thinking | Can you recognise patterns and the key underlying issues, making the complex simple and finding creative solutions? |
| Business sense |  |
| Influence | The ability to change others' attitudes, opinions or behaviour. Can be direct or indirect. ... |
| Commercial awareness | An insight into how firms operate, what is happening in the business world and the impact this could have on an organisation. A second language can also be useful particularly for more global organisations.   * Gaining work experience in the sector. * Reading relevant industry publications or news feeds. * Joining and participating in industry networking groups - this could be in-person or 'virtually' - for example through LinkedIn groups. * Researching potential employers, their competitors, suppliers and customers. * Part-time work - however mundane - will enable you to gain an understanding of how businesses operate and the factors which impact on their success. * Networking - speak to friends, family, recruiters at fairs or events or people working in the industry. |
| Computer skills | Familiarity with IT and multiple platforms and devices. In some roles evidence of proficiency in programming languages   * Completing university assignments. * Having knowledge of specialist software or more advanced IT skills - e.g. programming or web development. * Becoming competent with new software or technology quickly, e.g. in the workplace or as part of your course. |
| Decision making | * Choosing what - and where - to study at university. * Selecting electives in your course. * Deciding between different housing options. * Deciding which extra-curricular activities to get involved with. * Choosing between options during holidays - e.g. work or travel. * Deciding on the most appropriate course of action to resolve a problem or achieve an objective in the workplace. |
| Working under pressure | * Dealing with an emergency. * Overcoming problems or issues to achieve a goal, e.g. losing assignment data or work. * Reorganising responsibilities in a group task if one member unexpectedly drops out. * Managing well when work is unexpectedly busy or short staffed. |
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