Mental Health UK

Into Work

# Identifying your skills

**Identifying your skills and abilities is a critical step in your employment journey. Knowing your skills will help you define the jobs you would be suited for as well as areas you could potentially work on and progress. At various stages in the employment process you will be asked to demonstrate, evidence and elaborate on the skills you would bring to the role, especially around your application and interviewing. Understanding your skills from the start will ensure you are aiming for the roles best suited to your strengths and expertise.**

## What types of skills are there?

There are different categories of skills but the main two are soft and hard skills. These can then be broken down further into whether the skills are transferable, personal, knowledge based, etc.

**Hard:** skills that require training and/or can be accredited by a profession or educational body.

**Soft:** skills often referred to as personal skills, that are quite general and can be learnt and developed throughout life. These are also considered to be transferable.

**Transferrable:** skills that are considered portable and useful in other situations or job roles.

## What is a hard skill?

- Video production
- Business analysis
- Digital marketing
- Bilingual
- Database management
- Programmer
- Website design
- Data analysis
- Copywriting
- Financial auditing
- Software development
- Security
- Graphic design
- Administration

## What is a soft skill?

- Communication
- Empathy
- Time management
- Networking
- Adaptable
- Solution-focused
- Team player
- Professionalism
- Creative thinker
- Personable
- Reliable
- Motivated
- Detail-oriented
- Active listening
- Decisive
- Analytical
- Researching
- Prioritizing
- Questioner
- Diligent
- Organised
- Perceptive
- Responsible
- Positive attitude
- Conflict resolution
- Assertive
- Collaborative
- Persuasive

## What is a transferable skill?

- Able to solve problems
- Quick learner
- Work on own initiative
- Flexible and adaptable
- Accountable and reliable
- Observant and attentive
- Keep records or record data
- Make decisions
- Time management skills
- Team working

## What are your skills?

In developing a list of your skills consider the different types you may have, i.e. hard, soft, and transferable. What have you learned during education, training, or previous employment? What skills do you use for any hobbies you have? What skills did you learn during work experience? Thinking about this and writing the evidence to support those skills will really help when writing your CV, completing an application, and indeed thinking of answers to questions at the interview stage.

**List 14 skills that could be important in relation to your employment:**

| Skills and abilities | Examples and evidence |
|---|---|
| **Example:** Planning | **Example:** When I was planning a birthday party, I created a list of everything that needed to be done and when by, and then got a group of my friends to take on five aspects each. |
| **1.** | |
| **2.** | |
| **3.** | |

**Continued overleaf**

| Skills and abilities | Examples and evidence |
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**Find out more**

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