

## Speaking to the Skills I Have Online Workshop Module 1 & Handout 2

---

### **What are employers looking for when they are hiring, no matter what the job is?**

Indicate by circling yes or no if the following skills or qualities are necessary for all jobs.

A university degree	yes	no
Accepting of different cultures	yes	no
Meets deadlines	yes	no
Is punctual	yes	no
Ensures shoes are polished	yes	no
Is pleasant	yes	no
Knows what raises their stress levels	yes	no
Ability to make coffee	yes	no

A person does not have to possess every skill, ability, or attribute to obtain work.

There are jobs that require specific skills but there are also skills, abilities and attributes that employers want in all employees and you have identified them above.

Which of the above skills do you possess?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....