

# How to show your transferrable skills

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## What we will cover

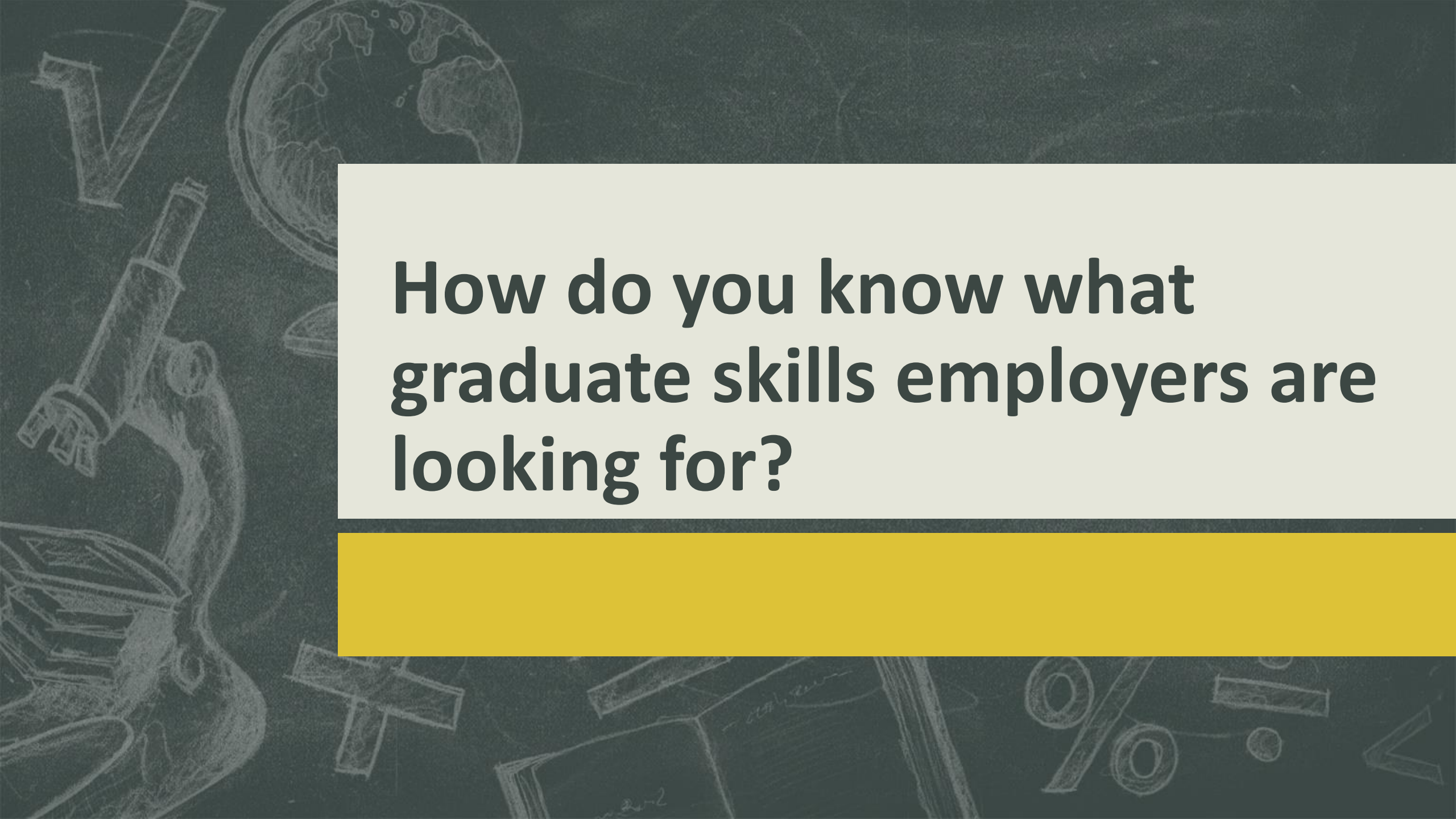
### By the end of today's sessions, you will be able to:

- Be aware and understand the top skills employers are looking for in graduates
- Assess the skills you have and those that require development
- Recognise the importance of planning and gathering evidence of skill development

# Examples of types of skills

- **Transferrable skills** – defined as skills that you carry from one situation to another
  - Examples: problem solving, time management, teamwork
  - Also called employability or even ‘soft skills’
- **Workplace skills** – commercial awareness, dealing with conflict, career management, business appropriate communication, hybrid working
- **Lab skills** – dissection, pipetting, lab safety, calibration
- **IT skills** – project management, R programming, Python, JavaScript
- **Attitudes and behaviours** – positive thinking, self-awareness



The background is a dark grey chalkboard with various white chalk sketches. In the top left, there's a large 'V' and a globe. Below the globe is a microscope. In the bottom left, there are several books. In the bottom right, there are symbols like a percentage sign, an exclamation mark, and a less-than sign. The text is centered in a white box.

**How do you know what  
graduate skills employers are  
looking for?**

The background is a dark grey chalkboard with various white chalk sketches. On the left, there's a large sketch of a microscope. Above it, a globe of the Earth is drawn. Below the microscope, there are sketches of a stack of books and a hand holding a pen. On the right side, there are sketches of a percentage sign, an exclamation mark, and a right-angle symbol. The overall theme is education and science.

# Reports on employability

# Pre-lab exercise – reviewing 2 reports



1. What is the ISE? Who are their members? Who contributed to the findings in the report?
2. What are the 4 skill groups they choose to use in the report? Do these groupings help or confuse you?
3. What skills do you think students had less chance to practise in the pandemic?
4. In the chart on page 25:
  - a) What are the 8 top skill gaps/ needs by employers for both school leavers/ graduates in 2022?
  - b) What 8 skills are less likely to need developing for school leavers/ graduates in 2022?

## Looking at both reports together:

7. What have you found out about employers' perceptions of recruiting and skills needs in graduates related to the pandemic?
8. In the UK, there is a focus on the importance of graduates' transferrable skills 'as opposed' to direct experience? Why is this important?



5. What is the Bright Network? Who are their members?
6. When applying for jobs, describe the differences in students' perceptions of what employer's value and what employers value most in candidates? How does this reflect what you thought? (page 39)



# Examples of reports on graduate skills

## Employers' perspective




## Student's perspective



# Student perceptions (Bright Network report – ‘What do graduates want 2022/23?’)


## Student perceptions

Q. What do you think graduate employers value most in candidates?

 Answers from students

A 2.1 or above in their degree	1
Existing industry experience	2
Communication skills	3
Problem solving skills	4
Confidence	5
Passion for the business	6
Commercial awareness	7
Digital skills	8
Teamwork	9
Organisation & team management skills	10
Leadership skills	11
Resilience	12

Q. What do you value most in candidates?

 Answers from employers

Passion for the business	1
Resilience	2
Problem solving skills	3
Communication skills	4
Commercial awareness	5
A 2.1 or above in their degree	6
Leadership skills	7
Teamwork	8
Confidence	9
Digital skills	10
Existing industry experience	11
Organisation & team management skills	12



# Lots of reports on employability and careers

## The graduate market 2022

### Successful behaviours:

Drives own career

Thinks long term about career direction

Identifies and uses mentors

Uses learning from experience to inform future, e.g., interviews



## Prospects <https://www.prospects.ac.uk/>

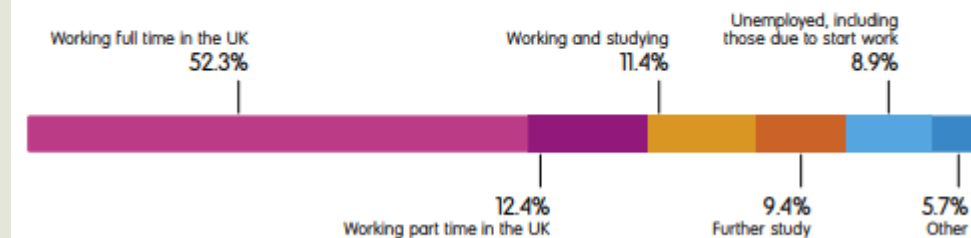
‘What do graduates do 2021/22 ?’

Looks at the graduate labour market – 15 months after graduation



## First-degree graduates

### Outcomes 15 months after graduation



FEMALE: 70,855 / MALE: 64,140 / TOTAL RESPONSES: 134,995

# Audit of your skills

Skills that you can develop	
1. Ability to summarise key ideas	12. Flexibility/ adaptability
2. Analytical ability	13. Initiative
3. Commercial awareness	14. Logical argument
4. Commitment	15. Numeracy
5. Communication – business type	16. Organisation
6. Communication – oral (including presentations)	17. Rapid conceptualisation of issues
7. Communication – written	18. Resilience
8. Confidence	19. Self-awareness
9. Creative problem solving	20. Self-motivation
10. Dealing with conflict	21. Teamwork
11. Dependability/ reliability	22. Time management
	23. Willingness to learn

**1. From the above list write down 5 skills that you already have**

**2. From this list write 5 skills that you plan to work on?**



# Job descriptions



**The Tracking Parkinson's team** are looking for a candidate that meets the following criteria:

Essential

- E1: Experience in a research environment (this may be as part of a degree programme)
- E2: Excellent oral and written communication skills
- E3: Ability to manage time effectively and meet deadlines
- E4: Excellent interpersonal skills and ability to work as part of a team
- E5: Attention to detail
- E6: A proactive approach to preventing and solving problems
- E7: Ability to work independently, use own initiative and work under minimal supervision.
- E8: Excellent IT skills/ knowledge of web-based applications, databases & Microsoft Windows & Office applications.
- E9: Competent numeracy and literacy skills.

Desirable

- D1: Interest in clinical trials research
- D2: Background in clinical or life sciences
- D3: Ability to present study data in a clear manner using Microsoft Windows and Office packages.
- D4: Knowledge of academic, life science or computer science environments.



## Associate Scientist – Charles River Laboratories, Edinburgh

For 70 years, Charles River employees have worked together to assist in the discovery, development and safe manufacture of new drug therapies.

### **Main responsibilities and duties:**

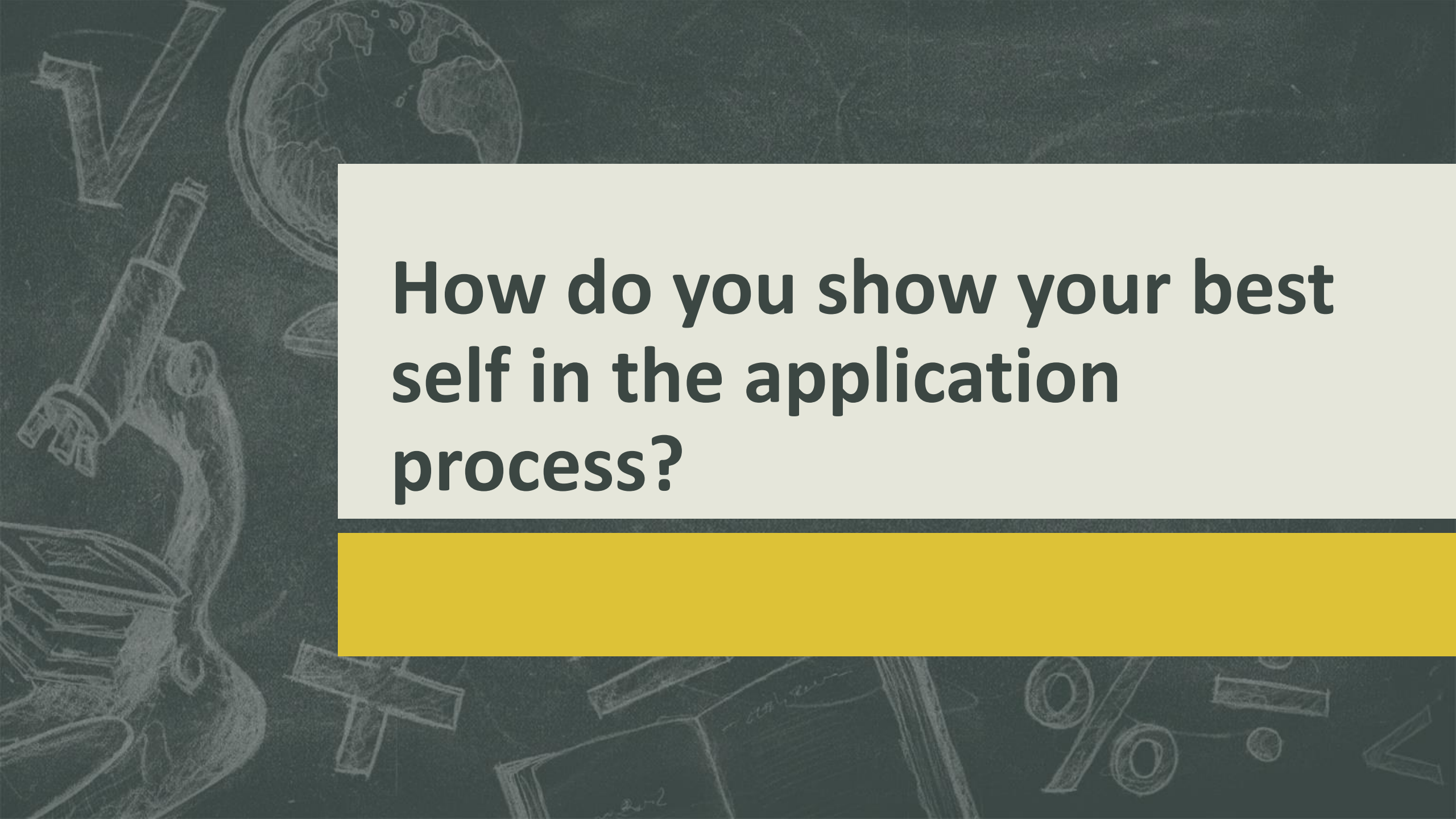
- After extensive training, the successful candidate will use the Retrogenix cell microarray technology to screen samples
- Use molecular biology and cell culture techniques
- May be required to take on small development projects within the cell culture or molecular biology team, as required and as appropriate
- Carry out day-to-day laboratory processes
- Maintain clear, up-to-date records/lab books
- Maintain record keeping systems
- Help to ensure smooth, seamless running of the laboratory
- Adhere to Retrogenix's health and safety procedures, and implement new procedures/assessments (e.g., COSHH), where required

### **Key requirements for the role:**

- Operate to the highest level of quality, while maintaining good output
- Work effectively within a small team, working closely day-to-day with and taking on duties assigned by the senior scientist
- Maintain open and effective communication with other team members
- Be flexible and adaptable according to changing delivery needs. Respond to project deadlines
- Manage time effectively to undertake multiple tasks simultaneously and meet project deadlines
- Maintain utmost confidentiality regarding Retrogenix know-how, client contracts and data
- Work methodically and in a clean, tidy and highly organized manner
- We are looking for someone who is conscientious, enthusiastic and takes pride in their work.



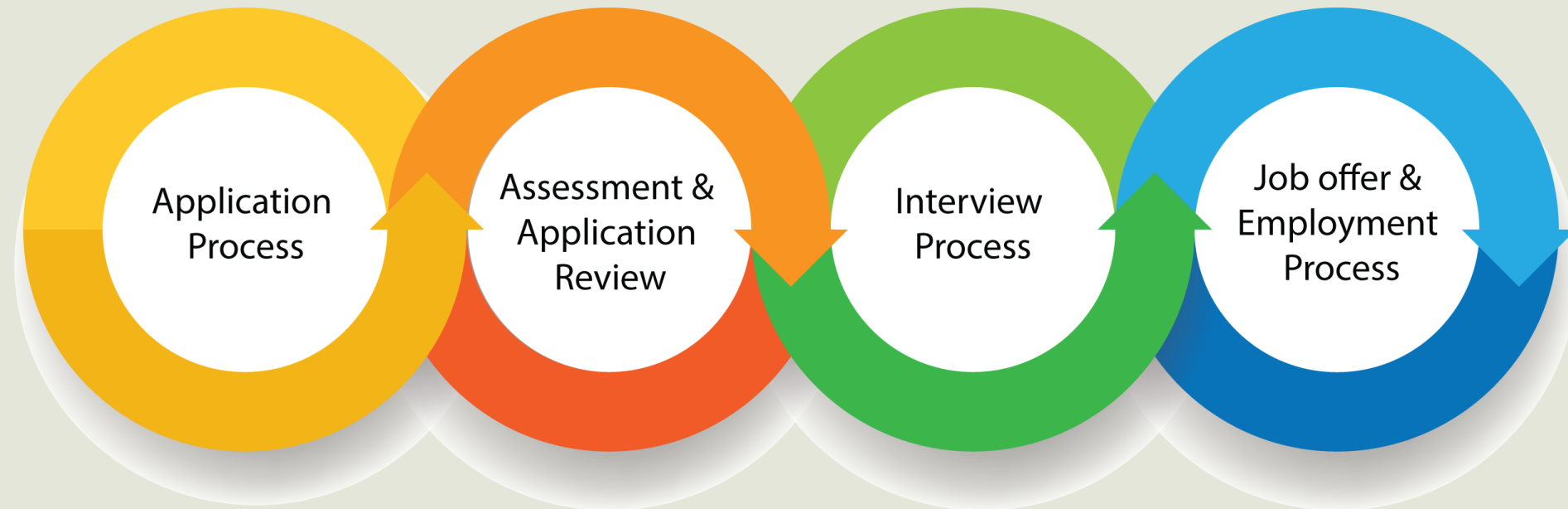
**Review the job description, what skills are they looking for?**

The background is a dark grey surface with various white chalk-like sketches. On the left, there is a detailed drawing of a microscope. Above it, a globe of the Earth is sketched. In the bottom left, there are sketches of books and a stack of papers. In the bottom right, there are sketches of a percentage sign, an exclamation mark, and a right-angle symbol. The overall theme is academic and scientific.

**How do you show your best self in the application process?**



# Stages of the application process



# How to present your skills



# Example on application/ interview

What other skills does this situation describe?

**Question on a specific skill** – Describe a situation where you had to work in a team to produce an effective result

- **Situation** – As a customer assistant in the food hall at Marks and Spencer, I was involved in the annual stock take in January, where every product on the shopfloor had to be counted, from every ready meal to every bag of Percy pigs to every bunch of flowers. We needed to work as a team to complete all 7 departments; larger departments were delegated to those with more experience in stock counting.
- **Task** – I was responsible for counting the meats and dessert within 3 hours. I worked as part of a team of 4 to cover all 7 departments, meaning I had to cover 2 departments to complete the job in time.
- **Action** – I manually counted every product within my categories and inputted this into a handheld device. Once I finished a department, I ensured that my data was saved before moving on to the following department. As I finished my department ahead of schedule, I talked with others to ensure we were all on track to finish on time. I also supported another new team member who was struggling to finish. I manually counted each product from the opposite direction to them and wrote the count on post-it notes, so that they could easily input the count into the handheld device once they had reached the product. This sped up the time taken to finish the department.
- **Result** – As a result, the team finished within 3 hours, which meant I did not need to stay later, saving the company overtime money.



# Real life - example of application questions



Pfizer Undergraduate Placement Application Form  
2022/2023

Please answer the following five questions:

1. Describe a time in which you showed determination to reach a desired goal.
2. Describe some of your strengths and some of your weaknesses.
3. Give an example of a time when you had to deal with conflict. How did you handle it?
4. Describe a time when you've successfully used effective communication skills.
5. Give an example of how you made a positive contribution to a team. What was the outcome?

## Tell a story

START TO RECORD A  
LIBRARY OF  
EXPERIENCES THAT  
DEMONSTRATE YOUR  
SKILLS USING THE  
FRAMEWORK

