

Leadership & Employability

CareerEDGE

Employability Development Profile

(Designed by colleagues at UCLan, and used with their permission)

Name:

NTU ID:

Date:

You should complete this as part of your gap analysis within the Leadership & Employability module.

Use it as the basis for discussion with your Personal Tutor and also in any 1-2-1 discussion you may have with a Careers Consultant (NTU Employability Centre).



The UCLan - CareerEDGE Employability Development Profile

1 Strongly disagree	2 Disagree	3 Slightly disagree	4 Neither agree nor disagree	5 Slightly agree	6 Agree	7 Strongly agree
------------------------	---------------	------------------------	---------------------------------	---------------------	------------	---------------------

Please respond to the following statements. This is a personal development tool that should help you and your academic/careers adviser to identify possible areas for development over the next year. It is therefore important that you try to answer as honestly and accurately as possible.

Career Development Learning

1) I know what kinds of work would suit my personality	1	2	3	4	5	6	7
2) Apart from money, I know what I want from my working life	1	2	3	4	5	6	7
3) I know where to find out information about jobs that interest me	1	2	3	4	5	6	7
4) I know what I want to do when I finish my degree	1	2	3	4	5	6	7
5) I know what is required for me to successfully secure the sort of work I want to do	1	2	3	4	5	6	7

Experience Work/Life

6) I have a lot of work-relevant experience	1	2	3	4	5	6	7
7) I can explain the value of my experience to a potential employer	1	2	3	4	5	6	7

Degree Subject Knowledge

8) I am satisfied with my academic performance so far	1	2	3	4	5	6	7
9) My academic performance so far is in line with my career aspirations	1	2	3	4	5	6	7

Generic Skills

10) I have good oral communication skills	1	2	3	4	5	6	7
11) I am good at making presentations	1	2	3	4	5	6	7
12) I am confident about my written communication skills for various audiences	1	2	3	4	5	6	7
13) I work well in a team	1	2	3	4	5	6	7

1 Strongly disagree	2 Disagree	3 Slightly disagree	4 Neither agree nor disagree	5 Slightly agree	6 Agree	7 Strongly agree
------------------------	---------------	------------------------	---------------------------------	---------------------	------------	---------------------

14) I work well independently	1	2	3	4	5	6	7
15) I am good at solving problems	1	2	3	4	5	6	7
16) I have good planning and organisation skills	1	2	3	4	5	6	7
17) I manage my time effectively	1	2	3	4	5	6	7
18) I am always open to new ideas	1	2	3	4	5	6	7
19) I am prepared to accept responsibility for my decisions	1	2	3	4	5	6	7
20) I have a good understanding of how businesses operate	1	2	3	4	5	6	7
21) I am a confident user of information & communication technologies (ICT)	1	2	3	4	5	6	7
22) I am satisfied with my level of numeracy	1	2	3	4	5	6	7
23) I am good at coming up with new ideas	1	2	3	4	5	6	7
24) I am able to adapt easily to new situations	1	2	3	4	5	6	7
25) I can pay attention to detail when necessary	1	2	3	4	5	6	7

Emootional Intelligence

26) I am good at working out what other people are feeling	1	2	3	4	5	6	7
27) I am good at knowing how I am feeling at a given time	1	2	3	4	5	6	7
28) I am able to manage my emotions effectively	1	2	3	4	5	6	7

	Items	Range	My Score
C areer Development Learning	1 - 5	5 - 35	
E xperience Work/Life	6 - 7	2 - 14	
D egree Subject Knowledge	8 - 9	2 - 14	
G eneric Skills	10 - 25	16 - 112	
E mootional Intelligence	26 - 28	3 - 21	
Total Score	1 - 28	28 - 196	_____

Now take a look at the way you have scored the questionnaire. For the items you have scored with a 6 or a 7, would you be able to demonstrate your abilities in these areas and give some good examples of these? Choose one of these highly rated areas and write how you would explain this to a potential employer.



Now take a look at the items you have scored with a 1, 2, 3 or 4. What action could you take to help you increase these scores to a 6 or 7? Choose one of these items and write your action plan for this below.

