‘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.
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| 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).
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| 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.
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| 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.
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| 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).
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| 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.
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| 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).
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| 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.
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| 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.
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| 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.
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| 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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