

## Employability Skills: Ticket to Employment

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**Abstract:** Education and learning experiences make one eligible to apply for a job. Do these learning experiences enable you to be successful in the assigned roles. To be successful in our job we need some specific skills that are responsible for effective performance in the workplace. These skills are called 'Employability Skills'. These skills are not specific to one particular career but are useful across all the sectors of employment. These skills also referred to as 'Workplace Skills' or 'Work-Readiness Skills' go beyond qualification and experience and help both the employer and the employee to be flexible in their working patterns and seek better job opportunities. This article will discuss as to why Employability Skills are a ticket to employment. Why are they important both to get hired and to achieve success at the workplace? How these skills once achieved makes a candidate desirable to an institute or organization. The startup skills allow you to work well with others. These skills can be regarded as a star degree in addition to other educational and professional degrees that enables an individual to demonstrate a range of flexible attributes.

**Keywords:** Employability Skills, Employability, Workplace, Employer, Employee.

### 1 INTRODUCTION

Employers are demanding from their employees the skills which are not from the subject area [1]. Indeed, some employees place less importance on an employee's real degree disciplines in favour of the more generic skills [2]. A graduate's achievements are considered requisite but not adequate for them to be called up for the job. Accomplishments outside the boundaries of discipline such as involvement in clubs and societies, work experience, volunteering, extracurricular activities, co-operative learning, team up, collaborative participation are tantamount in the context as knowledge and experience gained through academic study [3]. Soft skills or

Employability Skills are the building block of a candidate's career. Even media has frequently complained about the lack of these skills in graduates, trainees and those in employment [4]. Institutes and organizations are spending time and money on training staff, not in a particular job specified area but these basic jump-start skills. In the time of high rate of unemployment, employees will choose applicants and will favour those who are well versed with these Employability Skills [5].

### 2 What are the Employability Skills?

Most desirable skills today are soft-skills related to your capability to communicate and work with a team using other hard skills. Employability Skills refer to a set of characteristics which are highly admired by employers and are a must for impressive and powerful performance in the workplace [6]. These skills make an individual more employable and desirable to an organization.

Employability skills allow an applicant to:

- Interact with colleagues
- Solve the problem related to job or workplace
- Comprehend the assigned role
- Improve decision making power
- Be a master of one's career skills

Employability skills is an umbrella term for a set of highly desirable traits that turns an applicant into a very desirable, attractive candidate or employee [7]. Employability skills are personal qualities, values, ethics that enables a person to thrive in any workplace [6].

These days Employability Skills are needed in the following areas:-

- Cope up with and work well with people around.
- Willingness to learn new skills and acquire knowledge.
- Being reliable, trustworthy and dependable.
- Being organized and self-regulatory.

### 3 IMPORTANT EMPLOYABILITY SKILLS FOR WORKPLACE SUCCESS

- Communication Skills
- Team Work
- Critical Thinking
- Ethics
- Life Skills
- Administrative Skills
- Time Management Skills

Let's have a glance at each of them individually

#### 3.1 COMMUNICATION SKILLS

These skills refer to one's ability to communicate information clearly to others. Apart from being a good communicator, one needs to be a good listener. Table 1 sync in the types of Communication Skills [5].

Table 1: Types of Communication Skills

COMMUNICATION SKILLS	
1.	Verbal Communication
2.	Non-Verbal Communication
3.	Written Communication
4.	Oral Communication
5.	Interpersonal Communication
6.	Active Listening
7.	Attentive

#### 3.2 TEAMWORK

An employee needs to get along with other colleagues well. He/She should carry the load of their work in the workplace [8]. Teamwork skills help the individual to work effectively with people of different ages, gender, religion, race or administrative level. Table 2 specifies the attributes required to work as a team.

Table 2: Teamwork Attributes

TEAMWORK	
1.	Professional Skills
2.	Collaboration
3.	Reliability
4.	Emotional Intelligence
5.	Conflict Resolution
6.	Managing Expectations
7.	Negotiation Persuasion and Influencing Skills

#### 3.3 CRITICAL THINKING

Critical Thinking allows an employee to think rationally and in an organized manner to comprehend information and draw inferences. In any job, an employee has to assess the situation and solve a problem. Table 3 discuss the various aspects of Critical Thinking.

Table 3: Aspects of Critical Thinking

CRITICAL THINKING	
1.	Creativity
2.	Inductive Reasoning
3.	Deductive Reasoning
4.	Problem Solving
5.	Analytical Skills
6.	Decision Making
7.	Defining Challenges

#### 3.4 ETHICS

It encompasses an employee's principle of life. An employee is expected to be trustworthy, loyal, honest, and act professionally and responsibly. Table 4 canvas the ethical qualities that an employee must-have.

Table 4: Ethical Qualities

ETHICS	
1.	Integrity
2.	Empathy
3.	Compliance
4.	Discernment
5.	Trustworthy
6.	Self-Regulatory
7.	Responsible
8.	Conscientious

#### 3.5 LIFE SKILLS

Life skills enable the candidates to deal effectively with the challenges and demands of life. This concept is also termed as 'Psychosocial Competency'. Life skills make individual positive and adaptive [5]. Table 5 figure out the different life skills required to meet the challenges of employment.

Table 5: Different Life Skills

LIFE SKILLS	
1.	Motivation
2.	Organization
3.	Ability to Learn New Things
4.	Flexibility
5.	Embrace
6.	Resilient
7.	Meditation
8.	Adaptability
9.	Personality Traits

### 3.6 ADMINISTRATIVE

Administrative skills help you to perform tasks of responsibility efficiently and qualitatively. Table 6 stands for skills needed to be an influential administrator.

Table 6: Administrative Skills Required

ADMINISTRATIVE SKILLS	
1.	Leadership
2.	Guidance
3.	Mentoring
4.	Organizational Skills
5.	Phone Etiquette

### 3.7 TIME MANAGEMENT

Time Management skills include a variety of skills that helps an individual to manage his/her time well [1]. It helps to organize daily work, stay engaged and gives you space to be creative and proactive. Table 7 marks the important skills needed to accomplish time-based tasks.

Table 7: Skills for Time Management

TIME MANAGEMENT SKILLS	
1.	Goal Setting
2.	Supervision
3.	Trouble Shooting
4.	Pro-Active
5.	Information Management
6.	Multitasking
7.	Focus

### 3.8 COMPUTER/IT SKILLS

In general, employability skills are soft skills, IT skills required in almost all jobs are hard skills. Employers demand the basic experience of computers [9]. They also want the candidate to show enthusiasm and to acquaint themselves to new or changing technology. Table 8 depicts the

technological traits required to map the employment needs.

Table 8: Information and Technology Traits

COMPUTER/IT SKILLS	
1.	E-mail Management
2.	Mobile Devices
3.	Smart Classroom
4.	Word Processing
5.	Search Engine Research
6.	Social Media
7.	Calendar Management
8.	Technology Use

## 4 NEED TO IDENTIFY YOUR EMPLOYABILITY SKILLS

What is the need to identify your employability skills? If you identify the employability skills you can:

- Recognize your strengths and weaknesses.
- Identify the skill gaps and plan a skill expertise programme for yourself.
- Build a support book of skills you think are valued and cherished by executives and taskmasters.
- Write effective job applications that may include Curriculum Vitae (CV), resumes, responses to selection criteria, cover letter.
- Perform well in behavioural interviews.
- Develop skills that are outside the subject area but requires to be every employer's these days.
- One can take the initiative to embrace multiple tasks in a diverse environment.
- After identifying an individual's employability skills, the person can try to search for the job accordingly.
- Another under-sung area of employability skills is awareness of our own and other people's emotions, and an ability to manage these emotions.
- Employability skills will also help to pay attention to differences in experiences, attitudes, abilities and culture while facing an interview.

## 5 HOW TO SPOT YOUR EMPLOYABILITY SKILLS

Employability skills are a necessity these days as employers are searching for candidates who are versatile and can undertake a range of tasks [3]. Keeping this in mind an individual will

have to spot his/her employability attributes which can be a jumps start for the job [9].

- An individual can start by making a list of all the activities he/she has been participating in during study and other social opportunities.
- If the studies involved work experiences and fieldwork than a list can be prepared. This list will include
  - The plans that have been devised by you.
  - The surveys considered
  - The activities organized
  - The roles played
- Now conclude a final list of the skills developed through the above-mentioned points.
- If the studies involved extracurricular and co-curricular activities than one can quote the practical experiences gained through event/function/competition [2]. Team sports, group discussions/cultural events participated in can also be considered.
- Apart from above, you can even list the responsibilities dispensed during the organization of those events. Now mention the qualities nurtured while demonstrating these events.

## 6 TIPS TO IMPROVE OR BUILDUP EMPLOYABILITY SKILLS

Employability skills can be build up through alliance in

- Salaried work
- Unsalared work and free-will
- Sports and other Hobbies
- Community and group activities

Employability skills can also be improved or learnt through

- Advancement of Education
- Making oneself organized
- Learning Teamwork skills
- Improving Communication
- Motivating Oneself
- Being Professional or abiding by Professionalism
- Be a social media butterfly to get yourself out there and gain global experiences.
- Volunteering yourself for the social cause.

- Find a mentor who supports you through your transition period.
- Developing work-related behaviour.
- Joining recreational classes or courses like Yoga clubs, meditation sessions, creativity courses
- Being commander of one's feelings and emotions.
- Recognizing the importance of Humour, laughter and smile in job and life both.
- Being open-minded and willing to embrace new ideas.
- Identifying and valuing your pre-existing employability skills.
- Building self-confidence.

Institutions of higher education are also reviewing the methods that can enrich the student's employability skills and are exploring and applying various measures to grow and fortify them.

## 7 CONCLUSION

The 'Employability agenda' is of crucial importance to any education institution, an employee and employer and a candidate. Seemingly employability skills impinge upon student or candidate's recruitment, retention, and satisfaction. Employers recommend candidates with a broad spectrum of employability skills to sanction their job and specific skills.

Master these skills, locate those you have to offer, build the new ones, and make the most opportunities within your studies and experiences. You can ripen employability skills all through your life. Remember-the world of work is changing if you want to navigate successfully; you need to develop strong employability skills. Employability skills are the heart of future employment opportunities.

## 8 A FINAL THOUGHT

Each of us has a personal range of skills and can, therefore, make a unique contribution to any organization. Get familiarized with your skills and use them accordingly. Learn these enterprise skills with a belief that they are the ticket to employment. Heres wishing you good luck for your job hunt.

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