## Future Skills

### Preparing for Interviews: Evidence of Skills

Make a list of examples of a time when you displayed each of 26 skills overleaf using STAR² Technique

<table>
<thead>
<tr>
<th>Skill</th>
<th>Situation</th>
<th>Task</th>
<th>Action</th>
<th>Result</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Example A</td>
<td>Example A</td>
<td>Example A</td>
<td>Example A</td>
<td>Example A</td>
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<tr>
<td>Teamwork</td>
<td>Example B</td>
<td>Example B</td>
<td>Example B</td>
<td>Example B</td>
<td>Example B</td>
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<tr>
<td>Technical Skills</td>
<td>Example C</td>
<td>Example C</td>
<td>Example C</td>
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</tr>
</tbody>
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26 Transferable Skills sought by Irish/European Employers

Make a list of examples, using the STAR approach, of a time when you displayed each of 26 skills. Draw on all your experiences to date including; academic, work, extra-curricular, etc. and produce a wide variety of stories and examples to use at interview.

- Oral Communication – The ability to present information verbally to others.
- Listening – Being attentive when others are speaking, and responding effectively to others’ comments.
- Continuous Improvement and Excellence – Being able to work properly in a precise way and paying attention to details. Looking for new tasks and responsibilities.
- Teamwork – Collaborative work and acceptance of suggestions / recommendations from other members of the team. To work cohesively in order to find better solutions.
- Personal Strengths – A variety of personal traits that assist individuals in dealing with day-to-day work situations.
- Written Communication – The effective transfer of written information, either formally (e.g., reports, business correspondence), or informally (e.g., memos, notes).
- Personal Organisation and Time Management – Managing several tasks at once; being able to set priorities and to allocate time efficiently in order to meet deadlines.
- Interpersonal – Working well with others (superiors, subordinates, and peers), understanding their needs, and being sympathetic with them.
- Ethics & Integrity – Demonstrate personal values and behave in a way not simply because it is law, but because it is our individual responsibility.
- Responsibility – Professionalism, and sense of duty; thinking beforehand on tasks that must be done; trying to resolve a problem that others are unaware or not yet begun to solve.
- Commitment and Persistence – Accomplishing all the objectives, while always focusing on improvement, facing the difficulties and possible contingencies.
- Resilience and Motivation – The ability to overcome problems and adversaries. Being able to look at mistakes as a challenge and to deal with pressure in an appropriate way. Being optimistic about solving problems.
- Problem Solving and Analytic – Identifying, prioritizing and solving problems, individually or in groups; the ability to ask the right questions, sort out the many facets of a problem, and contribute ideas as well as answers regarding the problem.
- Learning – The ability to gain knowledge from everyday experiences and to keep up to date on developments in the field.
- Technical Skills – Skills needed to deal with the technical tasks required by the job.
- Decision Making – Make timely decisions on the basis of a thorough assessment of the short and long term effects of decisions, recognising the political and ethical implications, and be able to identify those who will be affected by the decisions made.
- Critical Thinking – Being active, asking questions and analysing the answers with scepticism. Willingness to challenge beliefs and investigate competing evidence.
- Planning and Organising – Being able to determine the tasks to be carried out, towards meeting objectives (strategic and tactical), perhaps assigning some of the tasks to others, monitoring progress made against the plan and revising a plan to include new information.
- Creativity, Innovation, Change – The ability to adapt to situations of change; at times the ability to initiate change and provide novel solutions to problems.
- Coordination – Being able to coordinate the work of peers and subordinates and encourage positive group relationships.
- Managing Conflict – The ability to identify sources of conflict between oneself and others or between other people and to take steps to overcome disharmony.
- Ability to Conceptualise – The ability to combine relevant information from a number of sources, integrate information into more general contexts and apply information to new or broader contexts.
- Initiative and proactivity – The ability to anticipate situations, needs and future problems in the workplace. To always be aware of surroundings, analyse the context in order to develop alternative scenarios.
- Risk Taking – Taking responsible job related risks, by recognising alternatives or different ways of meeting objectives, while recognising the potential negative outcomes and monitoring progress towards set objectives.
- Leadership and Influence – The ability to give direction and guidance to others and to delegate work tasks to peers and subordinates in an effective manner that motivates others to do their best.
- Visioning – The ability to conceptualise the future of the company and to provide innovative paths for the company to follow.