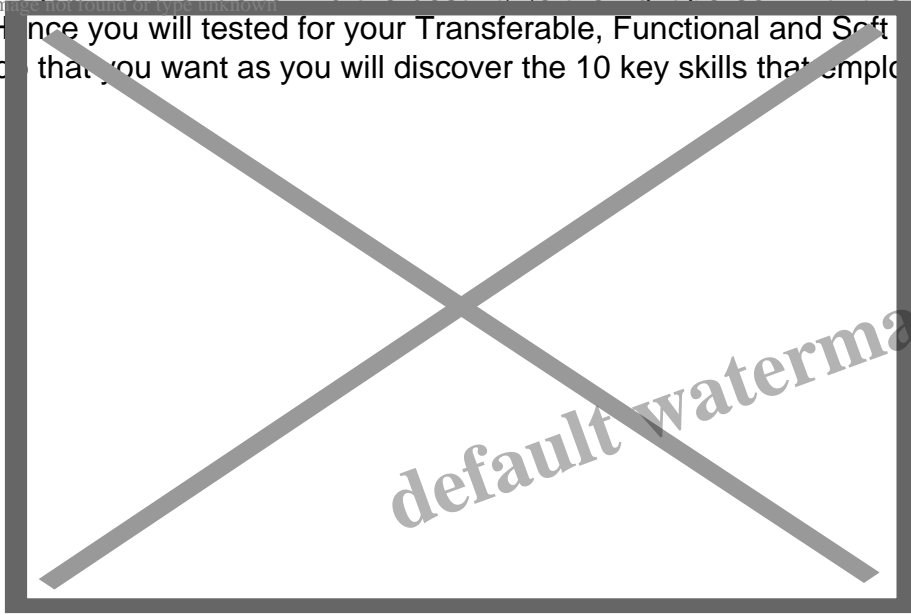


10 Job Skills to Help You Get Hired

Description

A Guide To Increase Your Chance To Get The Job You Want

When you are called for an interview, the employer has a particular job profile in mind. The purpose of the job interview is to find the best fit, i.e. the right person with the right set of skills and competencies. Hence you will be tested for your Transferable, Functional and Soft skills. This guide will help you get the job that you want as you will discover the 10 key skills that employers look for during interviews.



Functional or Knowledge-based Skills are developed for a particular profession.

Functional or Knowledge-based skills are similar to hard skills as they are abilities specific to the job and/or industry. Generally, they reflect your ability to complete various tasks in your job. This type of skills is based on knowledge of specific subjects, procedures, and information necessary to perform particular tasks. Acquired through formal education, these are skills that you learn in universities, school, training institutions and on-the-job experience.

1. Job Knowledge

During a job interview, since the interviewer is hiring for a specific position, he/she will want to test your

job knowledge. For instance, if you are going for an HR Manager's position, questions will be formulated to test your HR skills relating to HR Administration, planning, recruitment and selection, Employment Law, Performance Management, Employee Relations, Discipline Management, Training and Development etc. Similarly, if you are being interviewed for an Accountant's position, questions will relate to accounting skills. etc.,

2. Technical Skills

Technical skills are the practical skills and competencies needed to perform a specific task. Technical skills typically require the use of certain tools and technologies required to use those tools. Technical skills are important because nearly every job relies on different tools, programs and processes. If you have sought-after technical knowledge and skills, you will be a more competitive candidate. There are two types of technical skills – basic technical skills and specialised technical skills.

For basic technical skills, you can be tested to see how good you are using Microsoft tools, digital media or report writing etc.,.

Specialised technical skills can include for example payroll software, accounting software, coding, multimedia, project management etc.

Transferable skills provide competitive edge as these skills are desired by employers

Transferable skills are proficiencies that are useful in a variety of jobs and industries. Transferable skills provide competitive edge because these skills are desired by employers. This type of skills help you to perform a task and are very valuable as they shape your professionalism. Transferable skills used across a range of different careers and professions and they differentiate you from others.

In the top position we have communication skills.

3. Communication Skills

Communication is the ability to impart information to others by speaking, writing or in another medium. Communication skills, whether written or verbal help in getting your point across.

Effective communication skills include 5 key elements.

1. **Grammar and punctuation** Make sure that grammar is correct. Check for vocabulary, spelling etc.,
2. **Conciseness** Concise writing, helps maintain clarity by avoiding unnecessary details or complicated sentence structures.
3. **Clarity** Be clear. Write to the point. Lack of clarity distorts the message.
4. **Active Voice** Use Active voice as it is more accessible and easier to follow.
5. **Tone** Tone refers to the "voice" of your writing. In business writing, Your tone should be one of

professionalism.

For effective **verbal communication**, be mindful of non-verbal clues such as body language, eye contact, and facial expressions etc.,. **Active Listening** help to detect challenges and difficulties others are facing and make communication more effective. The communication process is incomplete without **Feedback**. Make sure you either receive or give feedback.

4. Leadership Skills

Leadership skills can help you in all aspects of your career. They enable you to motivate others to complete tasks, work toward shared goals and improve morale.

5. Management Skills

Management skills are important transferable skills as these include coordinating the efforts of your team, delegating tasks and making plans to carry out goals. Strong management often influences the success of an organization, so it is one of the key skills employers look for. Managing people and projects can be applied to any field, especially if you are interested in a leadership position. The ability to plan, organize, execute, control are important management functions and these determine the success of any organization. Keep these transferable skills in mind while crafting your Motivation Letter and CV. During interviews, try to show to the interviewers

Soft Skills/Personal Traits or Attitude

Soft Skills/Personal Traits or **Attitude** are skills that are considered as personality traits. They reflect how you behave in a range of situations and require emotional intelligence.

6. Positive Attitude

Employers value people with a positive attitude. 'can do' attitude. Your attitude will be evaluated during job interviews, so be sure you prepare for the interview. Through the questions, the interviewer would like to test your "can-do" attitude. Employers look for employees who are flexible, dedicated, and willing to contribute extra effort to get the job done in the face of challenges.. Employers want employees who are positive even in stressful and challenging circumstances. Positivity shows your level of resilience.

7. Ability to handle Multiple Tasks

Many jobs require employees to manage multiple tasks. Multitasking shows the ability to focus on one task without neglecting your other duties. This skill supports your ability to take on new projects and help others when they are struggling with their workload. People who are good at multitasking can promote teamwork and efficiency in any workplace.

8. Ability to work in Team

Teamwork and collaboration skills are skills that can not only improve the quality of your work but the

general productivity of your team. Many employers seek out candidates who work well with others and are willing to make compromises to produce quality work with their team. Collaboration also shows that you have the ability to innovate with others in any situation.

9. Ability to Take Initiatives

Taking initiative means that you are able to motivate yourself to pursue new tasks and produce a higher quality of work. Taking initiative can help you get promotions, advance your career and demonstrate your commitment to your job. People who are highly motivated and show initiative are often successful regardless of the industry they choose to work in.

10. Ability to Learn

People with adaptability skills are never discouraged by failure—they are open to both positive and negative change. For them, failure is just a part of learning. These leaders are always learning and means that they can develop personally and professionally.



Author

[Nina Demkah-Bagha](#)
[Director – HR & Training](#)
[DNB HR ASSOCIATES](#)
www.dnbhrandtraining.com

For Personal Consultation/Coaching

Contact Us

+230 57561873

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Author
ninabagha

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