

# HOW TO GET YOURSELF EMPLOYED?



# Module 3 - Personal Attributes



# Learning Outcomes

**At the end of the module, participants will be able to:**

- 1. Explain what is personal attributes.**
- 2. Identify and show evidence of personal attributes/skills when applying for a job.**

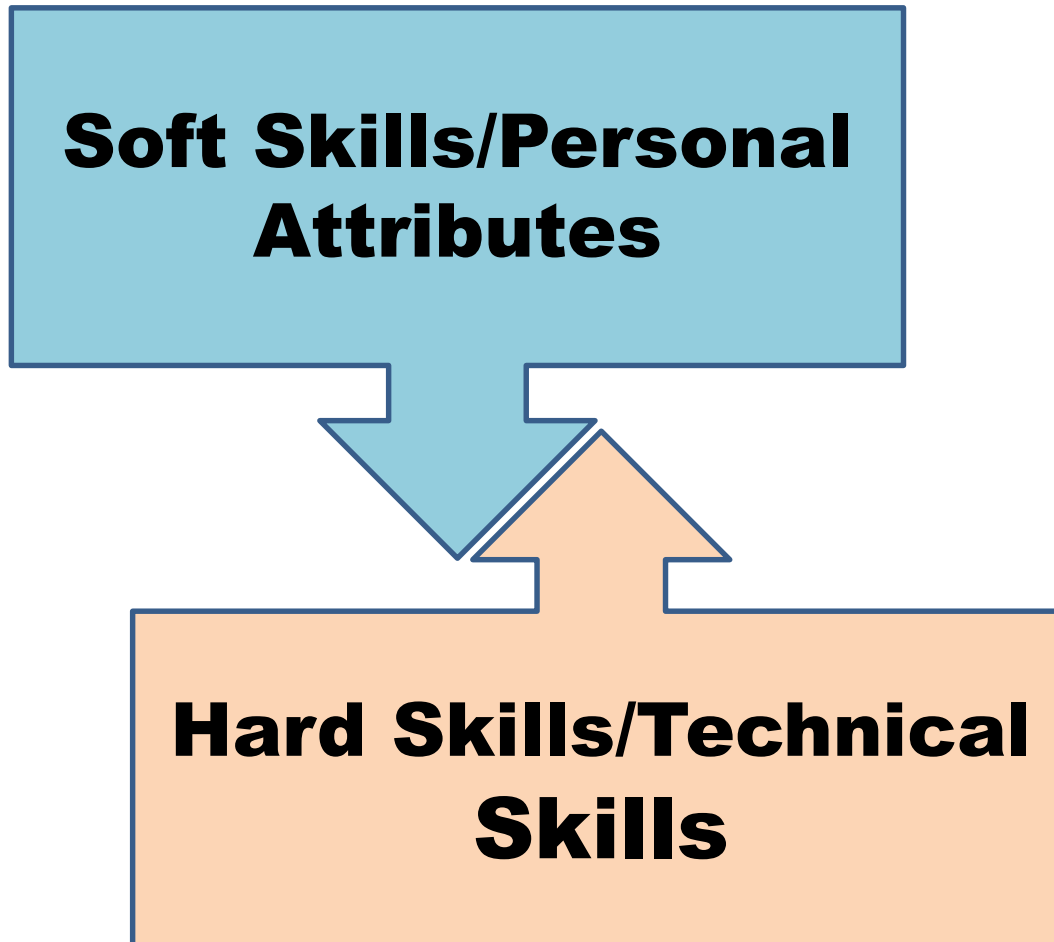
# Personal Attributes

- **Personal attributes are character traits or personality traits.**



# What are your personal attributes?





# **Soft Skills/Personal Attributes**

- **Soft skills are the personal attributes, personality traits, inherent social cues, and communication abilities needed for success on the job.**
- **Soft skills characterize how a person interacts in his or her relationships with others.**



Critical thinking & problem-solving

Effective oral & written communication



Collaboration across networks



Initiative & entrepreneurialism



Agility & adaptability



Curiosity and imagination



Hope & Optimism



Skills & Attributes of Today's Learner



Resilience

Self-Regulation



Vision



Empathy & Global Stewardship



# **Why personal attributes/soft skills important for career success?**



# **Extract of An Advertisement in the Sydney Morning Herald**

## **Engineering Graduate!!**

**If you are a final year mechanical, electrical, telecommunications or computer engineering student applying for the “Engineering Graduate Careers Program”.**

**Impress us with your:**

- \* Well developed communication and team skills**
- \* Aptitude for developing positive business partnerships**
- \* Ability to ‘look outside the square’**
- \* Aptitude for independent problem solving**
- \* Strong interpersonal and organizing skills**
- \* Enthusiastic and proactive approach**

**You will need to demonstrate a strong academic record and be in your final year of study for an engineering degree.**

# Transferable skills



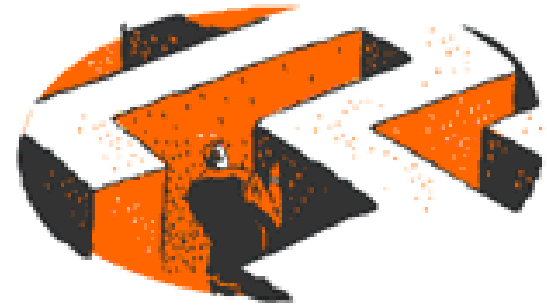
Learning



IT



Self  
management



Critical thinking



Communicating

## Transferable Skills



Teamworking



Career management



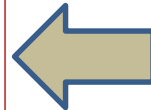
Numeracy



Information  
handling

## Personal Attributes

- **Communication skills**
- **Teamwork skills**
- **Interpersonal skills**
- **Computer skills**
- **Analytical skills**
- **Honesty/integrity**
- **Motivation/initiative**
- **Flexibility/adaptability**
- **Willingness to share information**
- **Responsiveness**
- **Ability to work under pressure**
- **Sense of ownership**
- **Willingness to take risk**
- **Multicultural experience**
- **Commitment**



**Lt. Colonel (Rtd) Ir. Datuk Wahiruddin bin Abdul Wahid,**

**General Manager for Corporate Affairs, Shell Malaysia**



**Dr. Lim Min Teong, Regional Technology, Performance and Planning Manager, Shell Malaysia**

**What Do Employers Seek?**

# Seven Attributes of a Winning Hire

***Attribute #1: Communication Skills***

***Attribute #2: An Ability and Willingness to Learn***

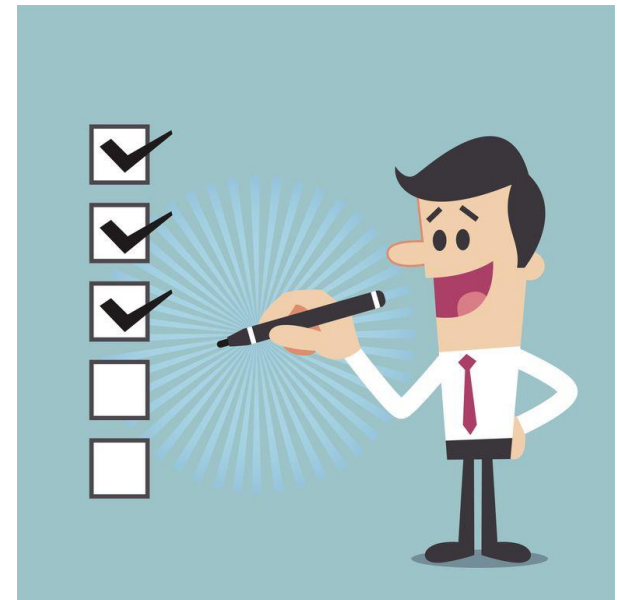
***Attribute #3: Team Skills***

***Attribute #4: Customer Service***

***Attribute #5: Initiative***

***Attribute #6: Adaptability***

***Attribute #7: Promotability***



<http://www.sciencemag.org/careers/2002/06/seven-must-have-attributes-get-you-hired>

## **It is impossible to limit the list to just 7, and so here are 25 more attributes of a Winning Hire**

- **Adaptive**
- **Analytical Mind**
- **Articulate**
- **Balanced**
- **Collaborative**
- **Committed**
- **Courageous**
- **Creative**
- **Decisive**
- **Detail-Oriented**
- **Emotionally Competent**
- **Friendly**
- **Hard Working**
- **Humorous**

- **Intelligent**
- **Organized**
- **Prepared**
- **Productive**
- **Relationship-Oriented**
- **Responsible**
- **Sincere**
- **Self-Sacrificing**
- **Trustworthy**
- **Visionary**
- **Wise**
- **Etc.....**

# How can you let an employer know that you have these qualities when you are applying for a job?



**Use words employer looking for**  
<https://www.thebalance.com/resume-keywords-and-tips-for-using-them-2063331>

**Should contain examples of what have been learned/skills**



**Good review**

**Communication skills on resume, telephone and interview**



**Have examples and stories to tell in the interview**  
**(what have been learned and how you solve problems)**

# **Sample ‘What Quality or Attribute Do You Feel Will Most Contribute to Your Career Success?’: Interview Answers**

**I believe that strong organizational and time management skills are my greatest attributes.**

**In order to complete work on time- I prefer to create a concrete and tangible plan for doing so. This helps me stay on task- and it often enables me to finish some projects ahead of time.**

**Even though I place a great amount of emphasis on organization and scheduling- I also find that a certain degree of flexibility is needed in the workplace. There will be times when things don’t go according to plan and I need to adapt to the current situation- so I always try to factor flexibility into my work plans as well.**



# Cont.

**I feel that my strongest attribute is my ability to work well under stress. Under stress or pressure- many people have difficulty being productive- but I have had to learn how to cope with the stress and remain productive.**

**I firmly believe that stressful situations provide us with opportunities to grow- both personally and professionally.**

**In short I view stress as an opportunity to rise to the occasion and learn more about myself. I feel that this trait can provide me with benefits regardless of the situation I find myself in.**

<https://www.myperfectresume.com/how-to/interview-tips/what-quality-or-attribute-do-you-feel-will-most-contribute-to-your-career-success/>

## **Personal Attributes Checklist:**

[http://www.barricks.com/personal\\_quality  
\\_checklist.pdf](http://www.barricks.com/personal_quality_checklist.pdf)

# Thank you and Good luck with the future job hunting





**KEEP  
CALM  
AND  
CARRY ON  
JOB HUNTING**