

Thinking about your transferable skills

We know that application forms and job interviews can seem intimidating, especially if you have been out of work for a while. Tara from Altum HR has put together a video with suggestions on how you can apply your transferable skills to the workplace and she reminds us that key competencies can be generic across a lot of different job roles.

We hope the video will get you thinking about your own transferable skills, what you can bring to the workplace and how to showcase this on your CV and during job interviews.

This document may be useful to keep alongside you, or on the screen, whilst watching the 21-minute video. It includes a simple timeline in case you would prefer not to watch the video in one sitting.

Introduction (0-7 minutes)

- How Covid-19 has taught businesses they need to trust their staff with home working and how flexible working has become more normal
- Tara's role at Altum HR
- How transferable skills are valued by employers more than ever
- www.careersmart.org.uk offers suggestions on competencies

Three most common competencies (7 minutes)

- 1) Customer orientation
- 2) Analysing and problem solving
- 3) Interpersonal effectiveness

1) Customer orientation (7.5 minutes)

- Identifies customer need and recognises constraints
- Seeks to find out about customer and their requirements and provide a better service
- Adopts professional approaches
- Be reliable and deliver on the promises they give

2) Analysing and problem solving (12 minutes)

- Ability to identify and separate the key components of problems and situations
- Able to manipulate and interpret information from a range of different sources
- Spot patterns and trends and deduce cause and effect from each of those
- Generate a range of creative solutions to evaluate and choose which route to take

3) Interpersonal effectiveness (16.5 minutes)

- Able to influence the views and behaviours of others through persuasion and encouragement
- Manages conflict or other sensitive issues tactfully and effectively, being able to adapt the behaviour to a wide range of people

Conclusion (19 minutes)

- Your CV, identifying your skills and using competencies to explain your career break
- Contact support@altumhr.co.uk for CV guidance and support.