

Co-op Work Term Employability (Transferability) Skills Worksheet

In 2000 the Conference Board of Canada¹ published a booklet entitled EMPLOYABILITY SKILLS 2000+. This booklet highlights key skills you need to enter, stay in, and progress in the world of work. The booklet lists the employability skills, attitudes and behaviors that are needed to be an active and engaged participant in the employment market. Understanding and applying these skills can be a key ingredient to the success of your career.

Read the following list, identifying and reflecting on how you have enhanced these skills before/during/after your work term. How can you reflect some of these skills in your work search documents (résumé, cover letter, career portfolio) and in conversations (interviews, networking, etc.)?

- Communication
- Managing Information
- Using Numbers
- Thinking and solving Problems
- Demonstrating Positive Attitudes and Behaviours
- Being Responsible
- Being Adaptable
- Self-directed Learning
- Working Safely
- Working with Others
- Participating in Projects and Tasks

¹ The Conference Board of Canada is a nonprofit, independent applied research organization helping its members anticipate and respond to the changing global economy. www.conferenceboard.ca