**Employability skills exercise**

**Task**

* Visit the website <http://www.kent.ac.uk/careers/sk/skillstest.html>
* There will follow 32 statements about your personal skills. For each statement you have to say whether you: disagree, agree a little, agree moderately, agree considerably or agree completely to the statement. You need to answer ALL the questions to get meaningful results. Click on FIRST QUESTION to begin. Your results will appear once you have answered the last question.
* Your skills profile includes the eight skills which are listed. Your score can range from a maximum of 16 and a minimum of 0 for a particular skill. For further information on these skills read the information on the bottom of the page.
* Open a new word document with the heading **Employability Skills analysis.**
* Write a well-structured piece of writing about your skills analysis and what this means. Your piece of writing should contain information on:

1. Your strongest skills and what this means.
2. The skills you are ok at and what this means.
3. Skills you need to develop and what this means.
4. What skills do I have that may be useful in a Visitor Information centre.