

## TRANSFERABLE SKILLS – SEEK THE POTENTIAL & THE OBVIOUS

There is no getting away from the fact that it is a candidate led market and the ever present issues of counter offers looms over the shoulder of any recruiter at the current time. So it is vitally important that all candidates are considered and screened to the 'enth degree thereby keeping your options open and widening the pool of talent available, it's not until your chosen candidate starts their first day that you can be sure that you have been successful in their appointment.

So, you may have a list of candidates as long as your arm, some of them not particularly obvious as being the superstars you want, but, with a little time and patience and skill you can dig deeper and identify some potential hidden gems within them.



### Identifying the potential not the obvious

A lack of relevant, industry-specific experience could prevent someone from getting a job, but not always. It is important that employers look for potential in people rather than just focusing on past endeavours, you could just miss some hidden gems!

Whether it be based on communications, physical activity or creative ability, we all boast skills that can be transferred into the world of work.

Candidate skills may be directly applicable to their chosen career goals; however, it is worth exploring further with deeper questioning for any skills they possess that aren't obvious and may be able to be transferred into a new role.

CV's have evolved over time, it's a fact that we all know and understand especially here at **Aspire Jobs**. Identifying 'Transferable Skills' is a key job for the recruiter at any level and allows employers to envisage how a candidate could immerse themselves in the role on offer.

Below are just a few examples of tasks that represent transferable skills:

- Meeting deadlines
- Multi-tasking



- Thinking on your feet
- Conducting research
- Managing people and projects
- Applying critical thinking and problem solving skills
- Learning new software
- Keep abreast of best practices and apply them
- Communicate clearly to a particular audience
- Mentoring

### Top 3 transferable skills every employer should be looking for

Although it is nice to see jobseekers celebrate any skill that they possess, there are a few gems that most employers are eager to uncover. Wanting to select an individual that will add value to their brand, get on well with staff and adapt to the way in which their business operates, the following skills are favoured by recruiters.

**Time management** – Whether you are a builder, teacher or a lawyer, the need to manage your time effectively is a must. Ensuring employers get the most for the salary they are paying, looking for clear and robust examples of time management is highly advised.

**Written communication** – Most jobs require some form of written skill, whether it be creating copy, writing emails or carrying out basic administration tasks. For this reason, a CV almost acts as an interview in itself, with clear, coherent copy immediately displaying written skills.

**Team Work** – While a candidate may be perfectly able to carry out the duties of the job they are applying for, the need to collaborate with colleagues is also required. Therefore, it is a good idea to look for past examples where the applicant has successfully worked as part of a team.

### Using a structured interview question set

One of the best ways to pull out this kind of information from a candidate is to use a set of structured questions during the interview. These can be especially useful if the candidate doesn't have the obvious relevant experience required and the interviewer may need to 'dig a little deeper' to extract some valuable and relevant information.

For example:

Can you give me an example of when you worked well in a team? Describe what you did, what you enjoyed and what you didn't enjoy so much? If you can't think of an example relating to work, perhaps you have an example from your personal life that is relevant?

It's really important that we hit daily deadlines in this business, can you talk me through how you go about achieving your own set of deadlines.

Tell me about a problem you have faced recently, how did you approach it, what did you do and what was the result? How did you feel about it? What did you learn from the experience?

*Source credit: Recruitment Buzz, Zoho Recruit*