

Nataliia Batiukova
Student of 308 group II (Bachelor),
ESIIR NAU, Kyiv, Ukraine
Scientific Supervisor:
Natalyya Vasylyshyna
Doctor of Philosophy in Pedagogics,
Associate Professor,
Associate Professor of Foreign Language Department
ESIIR, NAU
Kyiv, Ukraine

STUDENTS' SKILL KIT AS A NECESSARY BACKGROUND FOR SUCCESSFUL CAREER

Summary. The article deals with the concept, essence, characteristics of professional skills, which provide future students a good job. The interrelation between skills and perspectives for potential recruiters to get a well-paid job at the global market is explored. Using theoretical information compiled list of skills valued by employers. The analysis of abilities is representig in a hierarchical order. This classification will improve the process of placement and prepare students for the real requirements of employers.

Key words. Recruiters, employers, global market, skills and abilities, communication, negotiation skills, critical thinking, teamwork.

Батюкова Наталія Олександрівна
студентка 308 групи МІ (бакалавр)
ННІМВ НАУ, м. Київ, Україна
Науковий керівник:
Василишина Наталія Максимівна
канд.пед.наук., доцент,
доцент кафедри іноземних мов,
ННІМВ НАУ, м. Київ, Україна

НАБІР ВМІНЬ СТУДЕНТІВ ЯК НЕОБХІДНА ПЕРЕДУМОВА УСПІШНОЇ КАР'ЄРИ

Анотація. У статті розкрито поняття, сутність, особливості, характеристику професійних навичок, які забезпечать хорошою роботою майбутніх студентів. Вивчено взаємозв'язок між навиками та перспективами для потенційних працівників отримати високооплачувану роботу на глобальному ринку. За допомогою теоретичної інформації було складено в ієрархічному порядку список здібностей, які цінуються роботодавцями. Ця класифікація покращить процес влаштування на роботу та підготує студентів до реальних вимог роботодавців.

Ключові слова. Працівники, роботодавці, глобальний ринок, навички та вміння, спілкування, навички ведення переговорів, критичне мислення, робота в команді.

PROBLEM STATING. When you first start applying to jobs, it can be overwhelming to try and figure out what employers are looking for. There's such a wide variety of different companies, industries, and job functions, that there's no way to please everyone — the best programmer in the world won't necessarily make a good salesperson, for example.

But no matter what kind of position or employer you're looking for, there are a handful of skills — both soft and hard — that can boost your application almost anywhere. We got the inside scoop from career coaches, recruiters, HR professionals, and business owners on which traits and abilities they look for the most. Add these to your resume, and get ready to take your application to the next level.

THE ANALYSIS OF RECENT RESEARCHES AND PUBLICATIONS. List of necessary skills is presented in different works of scientists. Significant contribution to the study of the process of professional staff of state literature was made by V. Lugovy, N. Nyzhnik, I. Rlsputenko, N. protasov, V. Bakumenko, G. Lelikov, V. Soroko, S. Seryogin M. Ivashov, M. Ninyuk [7]. V. Maltsev points out the following abilities: the ability to plan work and free time, to speak in essence, to observe and analyze the essence of human relations, to professionally communicate on the phone. Ninyuk offers the professional skills of a state partner to distinguish between managerial abilities, managerial knowledge and skills[6].

This year, in Davos in addition to the new industrial revolution, fluctuations in stock markets, the fall in oil prices and the resolution of migration problems, the issue of the future of professions was raised. The list of those skills that will be required after 5 years is named: Complex problem solving, Critical thinking, Creativity, People management, Coordinating with others, Emotional intelligence, Judgment and decision-making, Service orientation, Negotiation, Cognitive flexibility. In this article a list of important skills for students is suggested [3].

PRESENTING MAIN MATERIAL. Nowadays modern society demands high-qualified workers. Graduating a university with degree of Bachelor isn't enough basis for getting well-paid job on the market. They place a lot of emphasis on finding candidates with the right skills and competencies for their organisations. Depending on the career sector and profession you choose to work in, there could be very specific skills, abilities and knowledge needed to do the job. However, complementing these are general competencies and behaviours that are essential for successful working. But what are the top qualities and skills graduate recruiters want?

1. Communication. Communication skill is one of the key opportunities to reach a success in any aspect of global market. It means verbal and writing skills. Employers demand people, who can focus on the most important issues and are able to interpret them clearly for everybody. Presentation skills are also essential components of your professional career.

“Communication, both verbal and non-verbal, affects every aspect of your professional life. From how your ideas are viewed to your relationship with co-workers, communication skills are essential,” says Michele Mavi, Resident Career Expert at Atrium Staffing.

“The best way to achieve these skills is to gain awareness of personal strengths and weaknesses, ask for feedback, observe and listen to those who have an exemplary rapport with others, and practice the skill development in all relationships,” says Katherine Daniel, Director of HR & Marketing for N2 Publishing, Inc.

Never been in an office setting before? Mikaela Kiner, Founder/CEO of UniquelyHR, says that “first time professionals may also seek training in topics around workplace etiquette to help them get familiar with what’s expected in a work environment,” while Devay Campbell, Career Coach at Career 2 Cents, believes that “taking a public speaking course or joining Toastmasters is helpful to develop oral communication skills” and taking a creative writing course and reading often can help with written communication [1].

2. Knowledge of foreign languages. Knowledge of foreign languages is a great foundation of start your successful career. Fluent English on level of Upper intermediate (minimum requirements of HR-managers) provides you priority between other candidates on the same position. Moreover, employers demand recruits knowledge of 2 foreign languages. For example, International airlines of Ukraine choose in the first place stewards who are fluent in Chinese.

3. Basic knowledge of IT-technologies. IT and computer skills are vital because employers will expect current graduates to have IT skills as a matter of course. In addition, employers will increasingly expect graduates to be familiar with multiple platforms, and devices such as mobiles and tablets. Of course this all depends very much on which industry you go into.

Most desk jobs will only need you to know how to use Microsoft Office (Word, Excel, PowerPoint and Outlook) and a handful of websites. However, even this might not be as straightforward as you think, and each job has its own particular requirements.

For more IT-oriented roles you may be required to know and be able to use one or even several programming languages. In addition, you will be expected to know how to use a range of software and online resources.

Computer skills examples. The good news is that according to a CBI/Pearson education and skills survey, 69% of employers are satisfied with graduates’ IT skills, and a further 28% are very satisfied. Unless your employer was in the 3% who were less impressed, you shouldn’t have much to worry about. However, there is a difference between having a skill, and proving that you have it.

Whether you are putting together an application or preparing for an interview, having examples of experience with computers is a good idea. The best way to demonstrate your IT skills is to show that you have been able to use them to positively achieve something – whether it would have been impossible or simply a lot harder.

The European Computer Driving Licence (ECDL) is a good way to get your IT skills accredited if you think you need it. If you're looking for a more impressive accreditation then you can become a chartered member of the Chartered Institute for IT [5].

4. Complex problem solving. This means that a person is able to see the essence of problems and deal with the cause, not with the consequence. Suppose a lady comes to a doctor and says: "I want to lose weight." And the doctor scratched his head and said: "Well stop eating sweet." And there really is a problem not at the sweet, but in the endocrine system, the mode of the day, the psychological problems in the family and so on. In general, a whole complex. So, the most demanded are those professionals who will have a systematic, holistic approach to solving any problems, will know what else to look for, besides the most obvious.

5. Client orientation. Judging by forecasts, the service sector in the world will only grow, and good service is always on the weight of gold. It's nice that Ukrainian companies understand this and work on a service culture, regardless of who their product is targeting - to business or end-user.

6. Negotiation skills. Ability to express clearly, be persuasive is a trend skill. The best part is that everyone can master them with practice.

7. Teamwork. This skill is also very essential for making relationship in your work society. Your leadership abilities and relationships with colleagues are directly proportional to the effectiveness of your work [4].

8. Ability to work under pressure. This is about keeping calm in a crisis and not becoming too overwhelmed or stressed.

9. Microsoft Office. Microsoft Office and equivalent programs such as G Suite and iWork have become absolutely critical to a functioning workplace, and as such, employers expect entry-level employees to have a mastery of them — especially when it comes to basic programs like Word and Powerpoint. One program that can serve as more of a differentiator, however, is Excel. "If you are a power user and show examples of sophisticated, multi-page spreadsheets you have created, it is a bonus," says Henry Goldbeck, President of Goldbeck Recruiting. If you need to brush up on your Excel skills, "[there] are several online courses you can buy to learn more, but if funds are low, there are several tutorials available on YouTube for free," says Career Strategist Mary Grace [2].

Over the years, you have developed many skills from coursework, co-curricular activities, and your total life experiences. If you have researched topics and written reports or edited and presented papers for classes, you have used skills that are not limited to just one discipline but are transferable to many different occupations or disciplines. A prospective employer expects you to be able to apply the skills you have learned in college to the work environment. Use the following checklist to help you pinpoint some of your transferable skills. In a job market where recent graduates indicate they are changing jobs four times within five years of graduation, it is important to articulate the skills you have developed as they relate to new opportunities. How portable is your skill set?

Skills can be acquired in a variety of settings. As a student, you develop technical skills related to your major. In addition, you work in teams on class projects or take on leadership positions in a student organization. As an intern, you begin to build your professional portfolio as you help your employers solve problems and meet customer needs. Make a list of your experiences both on- and off-campus and develop an inventory of skills.

What is your expertise? If you are having trouble answering this question, this page is designed to help. To be successful in the job search, you must relate your skill set to the job description and support it with accomplishments. Each year the Career Center surveys our employers to determine the ‘ideal candidate.’ While this may vary among employers there are three major competencies that all organizations seek: communication, problem-solving, and teamwork.

Communication skills. This includes writing, speaking, and interpersonal skills. This is where Writing 140/340 translates into a valuable skill set to employers. An ‘ideal candidate’ has the ability to articulate their ideas in an organized and concise format. Platform skills will also contribute to your success in the hiring process. How often have you spoken in front of a group or class? Can you be persuasive in your presentation of a concept? Finally, employers are looking for someone who is engaging and enthusiastic. Your ability to connect with others as well as with the recruiter demonstrates your interpersonal skill set.

Problem solving/analytical skills. Think of a problem that you encountered at USC or in your workplace. How did you arrive at a solution? Most employers derive revenue by solving problems for their clients. In recruiting for entry-level positions, organizations are tapping into a new and fresh resource for creative solutions. This is where you can highlight your research experience. It is also an opportunity to describe how you go about making a decision.

Teamwork. Becoming skilled at sharing responsibility and working with others may be the most important thing you can do to add to your value. What role have you played on teams? Use examples of classroom group projects, sports teams, internships, and student organizations. What are the elements that contributed to team success? What did you learn when you failed as a team? Why do some teams succeed and others fail? This is not about building your resume to include participation in 30 organizations, but about demonstrating effectiveness and results as a member of a functional team.

There is also a subset of skills that employers consider when reviewing resumes and interviewing prospective employees. Here are a few to consider:

Initiative/self-starting. In the past 12 months, we have received more employer feedback on this skill than on any other. Employers are telling us that—to their dismay—new employees and interns are waiting to be told what to do. Demonstrate ways you have taken initiative and achieved positive results. Did you address a problem that was causing a loss in productivity? Many of you have brought your technology expertise to the workplace to streamline a variety of projects. This is an ‘energy and enthusiasm’ skill. What have you done to go beyond the job description?

Leadership. This was the number one requirement for a number of years. However, employers found that they could not run a successful business if everyone was in charge. As organizations collapsed their bureaucratic structures there were fewer opportunities for advancement. Teamwork became more important to the actual practice of an organization, though leadership is still important. If you have been a student leader, founded an organization or led a project team, you have demonstrated this skill. The result of your leadership is what counts. What did your group/team accomplish during your tenure as the leader?

Flexibility. The world of work is in constant flux. Employers are looking for people who thrive on change and are not paralyzed by it. Very often students will describe this as being ‘open minded.’ In fact, it means you are willing to change course and adapt to new rules quickly. How does your experience demonstrate your ability to adapt to change?

Creativity. In any organization, there is a need for fresh perspectives on existing problems. How original is your approach to a challenge? Do you color outside the lines? Do you think outside the box? Can you give a specific example of innovation?

Willingness to learn. You do not have all the answers. None of us do. You are applying for a position to add to your education in the workplace. In an interview, you will convey your interest in the position. You will talk about what you bring to an organization to help them be successful. But you also want to express your interest in learning more about the field. Can you reference a previous experience that illustrates your willingness to learn?

Attention to detail. This is the ‘common sense’ skill. Do you take notes in meetings? Do you ask questions to clarify directions? Do you read and follow directions? Do you proofread your email, PowerPoint presentations, and final papers? How committed are you to excellence in the small things? Be sure to proofread your cover letter and resume. A mistake on either will indicate a weakness in this critical skill.

Remember, when composing your resume and cover letter focus on the skills required in the job description. Utilize this transferable skill concept to demonstrate how your experience matches what the employer is seeking. The cover letter is your introduction. If you are applying for a position that is not related to your major or previous work experience include a paragraph in the cover letter that connects your transferable skills to the job description. Demonstrate to a prospective employer that you have developed an expertise based on a skill set that suits their hiring needs.

To sum up, the job sector is becoming increasingly competitive with every passing day. With this in mind, jobseekers need to broaden their horizons when searching for a job. Leverage the power of transferable skills acquired in previous jobs to get ahead of the competition. These include analytical skills, project management, communication, leadership, and information management skills.

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