

Transferable Skills

Complete these comments by interviewers using the words and phrases below.

Can-do attitude determination think outside the box communication skills
critical thinking integrity set goals team player

1. His ideas were creative and really innovative so he can obviously _____.
2. I liked the way she worked with the other candidates so she is clearly a(n) _____.
3. He has excellent _____. The presentation was first class and he answered the questions really clearly.
4. She used _____ brilliantly. I thought she evaluated the three options in the case study carefully before deciding which one to choose.
5. She has a lot of _____. This is the third time she's applied for a position in Marketing so she hasn't stopped trying.
6. I like the way she has monthly objectives for herself which shows she can _____.
7. I don't think he will complain about work. He seems prepared to try anything. He has a real _____.
8. They all seemed to have _____. They answered the interview questions on attitudes towards work very well.

Chose the correct option.

1. Our consultants need to be _____ because they often have to work alone.
2. My manager is really _____ about customer service.
3. In an interview you need to show _____ in your abilities.
4. After four years in the job her _____ was quite low and she started to look for a new one.
5. Our budgets are not high so we need to be very _____ when planning travel.
6. We get lots of different projects in our company so staff have to show great _____.

Complete the sentences using the correct word ending.

1. Juan can deal with most people and all the managers trust him – he is very depend_____.
2. Things change so often in our industry. We have to be very flex_____.
3. Anna really enjoys working on her own from home. She shows great independ_____.
4. Henri loves his job and is really keen. It's good to see such enthus_____.
5. My manager is always really hon_____ with me. He always tells me what he thinks.
6. Maria wants to become a manager in the next two years- she has a lot of amb_____.