

## Employability Checklist

Job Title	
<b>Parking Support Officer</b>	
(Details of associated work related activities can be found in the <b>Recruitment Checklist</b> )	
Skills	
<b>Is the trainee able to:</b>	
be easily understood in face to face and telephone conversations <input type="checkbox"/>	interact with a wide range of people <input type="checkbox"/>
use telephone and other technology to obtain, give and receive information <input type="checkbox"/>	pass on information in a timely and accurate way <input type="checkbox"/>
read and follow verbal and written instructions <input type="checkbox"/>	understand information in a written and graphical form (e.g. lists/rotas/diagrams) <input type="checkbox"/>
write legibly and complete straightforward forms <input type="checkbox"/>	act calmly, within the limits of their own responsibility and competence <input type="checkbox"/>
plan and manage own work time, prioritising tasks where necessary <input type="checkbox"/>	carry out tasks to satisfactory completion <input type="checkbox"/>
treat others with dignity and respect <input type="checkbox"/>	respect confidentiality <input type="checkbox"/>
Behaviours	
<b>Is the trainee able to:</b>	
act responsibly, following agreed health and safety practices <input type="checkbox"/>	dress appropriately for work, in line with the public image of the company <input type="checkbox"/>
maintain good personal cleanliness and hygiene <input type="checkbox"/>	be dependable in time keeping and approach to work <input type="checkbox"/>
comply with policies and procedures relevant to the job role <input type="checkbox"/>	report problems promptly as they arise, and contribute to resolving them <input type="checkbox"/>
Attitudes and Personal Attributes	
<b>Is the trainee able to:</b>	
take pride in doing a job well <input type="checkbox"/>	show willingness to learn about new processes and equipment <input type="checkbox"/>
be reliable and responsible <input type="checkbox"/>	learn from mistakes, and accept feedback from others <input type="checkbox"/>
be flexible about times of working <input type="checkbox"/>	respond positively to learning and development opportunities <input type="checkbox"/>
respond constructively to change <input type="checkbox"/>	