

Top Soft Skills Needed for Success in Employment

Adapted from Department of Labor and National Career Services

Skill	Level of Mastery (E, P, M)	Evidence
<p>Communication- gets along with others, listen and understand instructions, put their point across without be aggressive, ability to change style of communication for the situation, ability to accept constructive criticism.</p>		
<p>Making Decisions- ability to gather facts, seeks advice, look at big picture, and consider alternatives, being aware of repercussions. Understands the importance of being wary of indecision and making snap decisions</p>		
<p>Showing Commitment- reliable, dependable, enthusiastic, enjoys hard work. Employees that are committed need very little supervision or motivation to do their best and get the job done.</p>		
<p>Flexibility – is able to be adaptable and flexible- can change with the times; able to step out of your comfort zone and try your hand at something you haven't done before. Positive upbeat and have a “can do” attitude.</p>		
<p>Time Management- when deadlines looming is able to prioritize the most important tasks and decide which actions will produce the maximum output with minimum effort. Are good at juggling several tasks and projects at once.</p>		
<p>Leadership Skills- even if you are not managing staff – employers want people who lead by example, constantly look to improve, motivate themselves, are positive; know how to follow instructions and when to show initiative.</p>		

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<p>Creativity and Problem-Solving Skills- the ability to apply both logic and creativity to solve problems. Has the ability to see both the solution and the problem you will be in good standing with an employer.</p>		
<p>Being a team player- has team goals clear in their mind and works with others to achieve them. They are open, honest and offer constructive suggestions and listen to others.</p>		
<p>Accepting Responsibility- takes pride in his work and are confident to put their name on it. Employers respect people who can hold their hands up when things go wrong, don't pass the buck or make excuses. "Everyone makes mistakes –it's how you react and learn from them that counts."</p>		
<p>Ability to work under pressure- when trying to hit a challenging deadline or an urgent job has just landed in your lap, employers want to know you can put the stress to one side and focus on the job in hand. Can decide quickly which approach will achieve the maximum results in a short-period of time, and then get the job done?</p>		

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