



Soft Skills

Hiring Managers typically look for employees with certain soft skills. Soft skills are people skills needed for success in a job, and demonstrate how a person interacts in their working relationship with others. Another reason managers and employers look for applicants with soft skills is because these skills can be used regardless of the job at which the person is working. This makes job candidates with soft skills adaptable employees. Sample soft skills include:

- **A Solid Work Ethic** - You are motivated to complete a job and will go the extra mile to make sure that happens. You are conscientious and will always strive to do your very best.
- **A Positive Attitude** - You are optimistic, upbeat, and have a positive outlook.
- **Flexible** - You can adapt to challenges and new situations quickly and embrace it along the way.
- **Time Management Capability** - You prioritize tasks, use your time wisely, and are able to work on several projects at the same time.
- **Good Communication Skills** - You are a good listener and you are articulate. You can communicate in a manner that builds relationships with vendors, customers, and colleagues.
- **A Team Leader** - You can work well alone or in a group and you can take the role of team leader when asked.
- **Problem Solving and Analytical Skills** - You are resourceful; you can analyze, and solve problems as they occur.
- **Self Confident** - You have realistic confidence in your own judgment and work ability. You increase self-confidence from having mastered a skill or task.
- **Able to Accept Constructive Criticism** - You can handle constructive criticism and grow from it. You are coachable, learn quickly, and grow professionally.
- **Works Well Under Pressure** - You are able to handle a crisis and deal with the stress of deadlines.

Glossary

Career/Industry Clusters: Career clusters (sometimes also called industry clusters) are groups of similar and related firms in a defined geographic area that share common markets, technologies, worker skill needs, and which are often linked by buyer-seller relationships.

Career Fair: A career fair is an event where employers offer information about their companies to people who are looking for (or interested about learning about) their offered jobs.

Career Planning/Career Plan: Developing a career plan or career planning is the continuous process of thinking about your interests, values, skills and preferences; exploring the life, work and learning options available to you; ensuring that your work fits with your personal circumstances.

High-Demand/High-Growth Job: High-demand/high growth means the amount of need there is for a job in an industry. For example, as the population gets older, the job demand for those who work with the elderly increases.

High-Wage Job: A high-wage job is defined in this analysis as one in an industry or occupation in which the average wage is at least 50 percent higher than the overall average.

Soft Skills: Soft skills are the personal attributes you need to succeed in the workplace. Regardless of the job you're applying for, you need at least some soft skills. The other type of skill set employers seek are hard skills directly related to the job for which they are hiring.