

Important *Soft Skills* for Your Now and Your Future

The vast majority of employers - 77 percent - believe that soft skills (less tangible skills associated with one's personality, such as a positive attitude) are just as important as hard skills (skills that are learned to perform a specific job function and can be measured, such as operating a computer program).

- 1) Candidate has a *strong work ethic*.
- 2) Candidate is *dependable*.
- 3) Candidate has a *positive attitude*.
- 4) Candidate is *self-motivated*.
- 5) Candidate is *team-oriented*.
- 6) Candidate is *organized, can manage multiple priorities*.
- 7) Candidate *works well under pressure*.
- 8) Candidate is an *effective communicator*.
- 9) Candidate is *flexible*.
- 10) Candidate is *confident*.

SOFT SKILLS – SELF-EVALUATION RECORD _____

Date	M	T	W	Th	F
Strong work ethic					
Dependable					
Positive Attitude					
Self-motivated					
Team-oriented					
Organized, manage multiple priorities					
Works well under pressure					
Effective communicator					
Flexible					
Confident					

Rating: P= Positive experience; N= Neutral experience; C= Challenging experience