

# **Soft Skills: 8 Keys to Employability**

## **1. Personal Values**

- a. Honesty
- b. Strong self-esteem
- c. Emotional stability
- d. Good attitude
- e. Self-motivation

## **2. Problem-Solving & Decision-Making Skills**

- a. Flexibility
- b. Creativity
- c. Adaptability
- d. Ability to plan and organize
- e. Ability to make objective judgments
- f. Multi-tasking skills

## **3. Relations with Others**

- a. Work well with peers
- b. Accept authority and supervision
- c. Accept constructive criticism
- d. Be friendly
- e. Be consistent
- f. Be cooperative
- g. Be tactful

## **4. Communication Skills**

- a. Ask questions
- b. Seek help when needed
- c. Notify supervisors of absences and the reasons for absence
- d. Listen well
- e. Express needs clearly

## **5. Task-Related Skills**

- a. Complete work on time
- b. Follow directions
- c. Stay focused / not distracted
- d. Work neatly
- e. Be precise
- f. Care for tools and materials
- g. Be accurate

## **6. Maturity**

- a. Work well without supervision
- b. Be reliable and dependable
- c. Accept responsibility
- d. Keep boundaries between personal and professional life
- e. Be prepared
- f. Take pride in work
- g. Show initiative
- h. Remain calm and self-controlled
- i. Evaluate own work
- j. Be patient
- k. Use time wisely
- l. Be self-confident
- m. Have goals

## **7. Habits**

- a. Observe safety rules
- b. Practice good personal hygiene
- c. Dress appropriately
- d. Have appropriate physical stamina/tolerance for type of work
- e. Avoid drug and alcohol use

## **8. Commitment**

- a. Be punctual
- b. Maintain good attendance
- c. Exhibit loyalty
- d. Show concern for the business/organization