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