



# Soft Skills 101

You have developed your Soft Skills traits since childhood. These traits will assist you when you're ready to begin your career. Here are some examples of Soft Skills that Employers are looking for in their prospective employee:

COMMUNICATION	PROCESSING	SOCIAL	PERSONAL	MATH & SCIENCE	PROBLEM SOLVING
<ul style="list-style-type: none"> <li>• <b>Reading:</b> understanding information &amp; ideas presented in writing.</li> <li>• <b>Writing:</b> communicating information &amp; ideas in writing.</li> <li>• <b>Speaking:</b> talking to others to convey information.</li> <li>• <b>Listening:</b> listening to what people are saying &amp; asking questions.</li> <li>• <b>Concentrating:</b> focusing on a task without interruption.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Following procedures Correctly:</b> following a given set of rules to complete a task.</li> <li>• <b>Categorizing:</b> identifying items by similarities.</li> <li>• <b>Record Keeping:</b> entering, transcribing, recording, storing, or maintaining information.</li> <li>• <b>Attention to Detail:</b> checking each item or task carefully.</li> <li>• <b>Verifying Information:</b> evaluating information against a set of standards or ensuring that it is correct.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Social Perception:</b> being aware of the needs &amp; feelings of others.</li> <li>• <b>Independent Work:</b> working with little or no supervision.</li> <li>• <b>Team Work:</b> working cooperatively with others.</li> <li>• <b>Working with the Public:</b> representing the organization &amp; communicating with persons outside the organization.</li> <li>• <b>Assisting/Caring:</b> providing assistance, care, or service to others.</li> <li>• <b>Performing:</b> interacting with others to entertain or sell.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dependability:</b> working a reliable &amp; responsible manner.</li> <li>• <b>Flexibility:</b> accepting change &amp; variety in the workplace.</li> <li>• <b>Persistence:</b> working continuously despite interruption.</li> <li>• <b>Integrity:</b> avoiding unethical behavior &amp; being honest.</li> <li>• <b>Efficiency:</b> effectively using resources.</li> <li>• <b>Competitiveness:</b> striving to be the best.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Calculating:</b> adding, subtracting, multiplying, &amp; dividing.</li> <li>• <b>Estimating:</b> approximating distances, quantities, time, costs, resources, or materials.</li> <li>• <b>Budgeting:</b> allocating financial resources.</li> <li>• <b>Math Reasoning:</b> using mathematical methods to understand &amp; solve problems.</li> <li>• <b>Science Reasoning:</b> using scientific methods to understand &amp; solve problems.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Information Gathering:</b> locating &amp; identifying information.</li> <li>• <b>Evaluating:</b> judging the success or progress of an idea, work activity, or project.</li> <li>• <b>Advising:</b> providing consultation or advice to others.</li> <li>• <b>Synthesizing:</b> reorganizing information to get a better approach to problems.</li> <li>• <b>Analyzing:</b> examining information &amp; using logic to solve problems.</li> <li>• <b>Planning:</b> developing approaches for implementing ideas.</li> </ul>