



Career & Employment Services

Employability Soft Skills

Awareness -be observant of what needs to be done, as well as the needs of others, pay attention to both your words and actions and how they affect others

Communication -be able to effectively and confidently communicate your thoughts and ideas verbally, non-verbally and in writing

Flexibility -be ready to make changes, adapt quickly and easily

Initiative -be a self-starter and self-directed, look for things to do before being asked

Integrity -be honest and ethical in both your work and your treatment of others, give an honest day's work for a day's pay

Leadership -lead by example, encourage others, and give clear and concise directions

Presentation -speak slowly, clearly and confidently, always act and dress professionally and appropriately

Problem Solving -be creative, open-minded, practical and helpful when approaching difficulties and problems

Respect -be considerate of other's feelings and differences, treat all people equally and recognize their value

Responsibility -be accountable for the work that you do, be dependable and accept the responsibilities given to you

Task/Time Management -accomplish work within the designated time, plan activities with realistic expectations for completion, multi-task to get things done, be punctual

Teamwork -be respectful, collaborative, and cooperative with co-workers, share and contribute to accomplish goals