

# Top 60 Soft Skills

The Workforce Profile defined about 60 "soft skills", which employers seek. They are applicable to any field of work, according to the study, and are the "personal traits and skills that employers state are the most important when selecting employees for jobs of any type."

1. Math.	21. Being drug free.	40. Wanting to do a good job.
2. Safety.	22. Good attendance.	41. Basic spelling and grammar.
3. Courtesy.	23. Personal energy.	42. Reading and comprehension.
4. Honesty.	24. Work experience.	43. Ability to follow regulations.
5. Grammar.	25. Ability to measure.	44. Willingness to be accountable.
6. Reliability.	26. Personal integrity.	45. Ability to fill out a job application.
7. Flexibility.	27. Good work history.	46. Ability to make production quotas.
8. Team skills.	28. Positive work ethic.	47. Basic manufacturing skills training.
9. Eye contact.	29. Interpersonal skills.	48. Awareness of how business works.
10. Cooperation.	30. Motivational skills.	49. Staying on the job until it is finished.
11. Adaptability.	31. Valuing education.	50. Ability to read and follow instructions.
12. Follow rules.	32. Personal chemistry.	51. Willingness to work second and third shifts.
13. Self-directed.	33. Willingness to learn.	52. Caring about seeing the company succeed.
14. Good attitude.	34. Common sense.	53. Understanding what the world is all about.
15. Writing skills.	35. Critical thinking skills.	54. Ability to listen and document what you have heard.
16. Driver's license.	36. Knowledge of fractions.	55. Commitment to continued training and learning.
17. Dependability.	37. Reporting to work on time.	56. Willingness to take instruction and responsibility.
18. Advanced math.	38. Use of rulers and calculators.	57. Ability to relate to coworkers in a close environment.
19. Self-supervising.	39. Good personal appearance.	58. Not expecting to become a supervisor in the first six months.
20. Good references.		59. Willingness to be a good worker and go beyond the traditional eight-hour day.
		60. Communication skills with public, fellow employees, supervisors, and customers.

What would you say are your TOP 10 BEST soft skills you have to offer to an employer? List them.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Which soft skills would you or others say are your LEAST 5 areas in which you could show some improvement? List them and provide an action statement on how you can improve in these areas.

SOFT SKILLS AREAS OF IMPROVEMENT	ACTION PLAN TO IMPROVE IN THIS AREA
1	
2	
3	
4	
5	

**Questionnaire created by Freda Leslie Pillow, GCDF, CFJST, CFCC, CPLC, CCSP Career Coach since 2002**

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