

Career Headlines

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Career Solutions Publishing

My Soft Skills Personal Evaluation Continued

The last *Career Headlines* provided a beginning list of soft skills employers will expect you to possess when you apply for positions in their companies. You're lucky because you have time now, while still in school, to build your soft skills and become a top competitor for future jobs.

Using the list below, give yourself 1 point for Needs Improvement, 2 points for Average, and 3 points for Exceptional. You will receive one additional list of soft skills next week to add to your personal analysis.

	Improve	Average	Exceptional
Initiative. I am a self-starter when I know work needs to be done. I don't wait for someone to tell me to begin.			
Optimism. I have a positive attitude. You won't find me being negative, even when a problem occurs.			
Enthusiasm. I get excited about new ideas and projects. Count me in when a new challenge comes up.			
Energy. I am energetic when I tackle my work. I eat right, exercise, and get enough sleep to do high-quality work.			
Collaboration. I consider myself a partner in my company, even though I don't carry a title. I cooperate on my team and avoid non-helpful disagreements.			
Communication. I know mistakes and confusion happen from poor communication. I listen fully before I act, and I speak logically and clearly.			
Stability. I am steady and solid. If I'm frustrated or stressed, I keep it to myself and move forward without becoming negative.			
Critical Thinking. I look for the big picture—about what is good for my company overall. I focus on daily details, but don't ignore bigger issues.			

Action: Evaluate yourself on the list of soft skills. For each item you identify as Improve, describe what you need to overcome in order to improve. This might be your feelings, personal history, previous experience, confidence level, knowledge level, training, or other item.

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