

Career Headlines

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Career Solutions Publishing

My Own Soft Skills Evaluation

Would you like companies to compete to hire you when you graduate? There is one sure way to make that happen!

As reported previously in *Career Headlines*, Harvard University, the Carnegie Center for Research, and Stanford University surveyed people on the job and found that 85% of career success comes from having outstanding soft skills. Chief executives, owners, recruiters, and interviewers pursue applicants with these skills.



How strong are your soft skills? Which soft skills do you need to improve?

Remember, you aren't expected to be exceptional in every skill today. You have time to build your abilities while still in school. Then, when you're ready to interview or go for a promotion, you will stand out from your competition.

- The first step for improvement in any area of your life is to identify honestly and fully what you need to change.
- The second step is to be willing to make the changes.

A beginning checklist of important soft skills is given below, so you—not anyone else—can identify your current soft skills ability level. Give yourself 1 point for Needs Improvement, 2 points for Average, and 3 points for Exceptional.

| | Improve | Average | Exceptional |
|--|--------------------------|--------------------------|--------------------------|
| Honesty. I tell my boss and coworkers the truth about work-related matters, even when the truth may make me look bad. I value my integrity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reliability. I can be depended on. I come to work every day, show up on time, finish tasks by their deadline, and follow instructions completely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accountability. I hold myself accountable for my actions. I do not make excuses or try to blame others or the system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Authority. I respond well to authority. I ask questions when they add value, but I stop when questions may seem hostile or annoying. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flexibility. I can adjust quickly from one task or instruction to another. I accept the need to make the change without complaining or showing displeasure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Action: Today you began your personal soft skills evaluation. In upcoming weeks, *Career Headlines* will discuss other soft skills to add to your checklist. For each item you identified as *Improve*, describe what you need to overcome in order to improve. This might be your feelings, personal history, previous experiences, confidence level, lack of knowledge, or other item.

Note to teachers:

Job Ready Career Skills is our well-respected, widely-used curriculum that prepares your students in the soft skills they need for career success. Click on the *Job Ready Career Skills* logo to see sample lessons.

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