

Some of the most common soft skills employers are looking for and will be assessing you on include:

- Strong Work Ethic. ...
- Positive Attitude. ...
- Good Communication Skills. ...
- Time Management Abilities. ...
- Problem-Solving Skills. ...
- Acting as a Team Player. ...
- Self-Confidence. ...
- Ability to Accept and Learn From Criticism.

[More items...](#)

Top 10 Soft Skills for Job Hunters

KATE LORENZ


Jan 26th 2009 2:40PM



Getty

Each company looks for a [different mix of skills and experience](#) depending on the business it's in. Yet it's no longer enough to be a functional expert. To





complement these unique core competencies, there are certain ["soft skills"](#) every company looks for in a potential hire.

["Soft skills"](#) refer to a cluster of personal qualities, habits, attitudes and social graces that make someone a good [employee](#) and compatible to work with. Companies value soft skills because research suggests and experience shows that they can be just as important an indicator of job performance as hard skills.

Today's service economy and the ascendance of [work teams](#) in large organizations puts a new premium on people skills and relationship-building," Portland-based [human resources](#) expert Lori Kocon says. "And with business being done at an increasingly fast pace, employers also want people who are agile, [adaptable](#) and creative at solving problems."

Kocon advises all job candidates -- especially those who aspire to managerial positions -- to get in touch with their soft sides. Some of the most common soft skills employers are looking for and will be assessing you on include:

1. Strong Work Ethic

Are you motivated and dedicated to getting the job done, no matter what? Will you be conscientious and do your best work?

-- Check out: [Strong Work Ethic Path to Success \[Quote Cards\]](#)





2. Positive Attitude

Are you optimistic and upbeat? Will you generate good energy and good will?

-- [Positivity is Contagious: Pass It Around! \[Quote Cards\]](#)

-- Check out: [How I Learned: Positive Attitude Makes the Difference](#)

3. Good Communication Skills

Are you both verbally articulate and a good listener? Can you make your case and express your needs in a way that builds bridges with colleagues, customers and vendors?

-- [Good Communication: Pass It Around \[Quote Cards\]](#)

-- Check out: [How I Learned: Why Communication Skills Are Critical At Work](#)

4. Time Management Abilities



Do you know how to prioritize tasks and work on a number of different projects at once? Will you use your time on the job wisely?

-- Practice [Time Management \[Quote Cards\]](#)

-- Check out: [How I Learned: Time Management Is a Life-Changer; Make More Time and Money](#)

5. Problem-Solving Skills

Are you resourceful and able to creatively solve problems that will inevitably arise? Will you take ownership of problems or leave them for someone else?

-- [Thoughts on Critical Thinking \[Quote Cards\]](#)

-- Check out: [How I Learned: The Surprising Danger of Making Assumptions](#)

AdChoices 

6. Acting as a Team Player

Will you work well in groups and teams? Will you be cooperative and take a leadership role when appropriate?

-- [Don't Be Selfish: Pass on the Team Spirit \[Quote Cards\]](#)



-- Check out: [How I Learned: The Power of Teamwork](#)

7. Self-Confidence

Do you truly believe you can do the job? Will you project a sense of calm and inspire confidence in others? Will you have the courage to ask questions that need to be asked and to freely contribute your ideas?

-- [Self-Confidence Pick-Me-Ups \[Quote Cards\]](#)

-- Check out: [How I Learned: 4 Tips to Improve Your Self-Confidence](#)

8. Ability to Accept and Learn From Criticism

Will you be able to handle criticism? Are you coachable and open to learning and growing as a person and as a professional?

-- [The Art of Receiving Criticism \[Quote Cards\]](#)

-- Check out: [How I Learned: Everyone's a Critic, So Don't Take It Personally](#)

9. Flexibility/Adaptability



Are you able to adapt to new situations and challenges? Will you embrace change and be open to new ideas?

-- [Flex Your Mind: Be More Adaptable \[Quote Cards\]](#)

-- Check out: [How I Learned: Be Flexible, Adapt or Die](#)

10. Working Well Under Pressure

Can you handle the stress that accompanies deadlines and crises? Will you be able to do your best work and come through in a pinch?

-- Check out: [Desk Rage: Completely Losing It at Work](#)

Hiring Now

[Health Care Jobs](#)

[HR Jobs](#)


[Finance Jobs](#)

[Part-Time Jobs](#)

[Search All Job Listings](#)

When [job-hunting](#), Kocon advises that you focus on the skills most likely to interest the prospective employer and learn to demonstrate these skills through your [resume](#), in an interview or in dealing with potential employers at career fairs or industry association gatherings.





For example, tell a story of how you successfully handled a crisis or challenge at your company. Mention honors you received or even bring along letters of thanks or commendation from an employer or customer.

Remember, whether you are applying for a service position or a technical job, it's your combination of core and soft skills that will set you apart from the crowd!

Next:

- [Top 10 Most Secure Jobs in 2011](#)
- [Top 10 Companies Hiring This Week](#)

