

Chapter 1

The employers' perspective on Soft Skills

Annex 2 - Worksheet - would you hire you? Focusing on soft skills

Would You Hire You?

Put yourself in the shoes of the hiring manager. Would you hire you? Sure, you would...or would you? Do you have the skills employers seek? Employers want to hire employees with good hard skills and good soft skills. **Hard skills** are the technical skills associated or linked to specific tasks, measurable, and taught directly, skills a CNC Operator, Court Reporter, Physical Therapist, or Computer Technician needs to do his or her job. **Soft Skills** are more difficult to measure and define. They include a positive attitude, the ability to interact and communicate productively, solve problems, and manage time.

On the chart below are fourteen soft skills. Work alone or with your group to define each one and give a workplace example. Finally, using a scale of 0-8, with 8 being the high point, rate yourself on each soft skill.

14 Soft skills	Define	Example	Rate yourself
Leadership			
Good communicator			
Positive attitude	Cheerful and helpful		
Strong Work Ethic			

Teamwork Skills			
Interpersonal Skills		Avoids gossip	
Has integrity	Honest, hard working		
Flexible and adaptable			
Problem Solver			
Good Self-management	Organized, Responsible		
Takes initiative		Offers to take on additional responsibility	
Critical thinking			

Creativity		Drafts a creative application	
Self-awareness			

Based on your own assessment of your soft skills, would you hire you? Explain.

Template inspired by [OC Career Briefs Quick Tips](#)

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