

# Top Soft Skills

The Workforce Profile defined about "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."

*Math.*

*Safety.*

*Courtesy.*

*Honesty.*

*Grammar.*

*Reliability.*

*Flexibility.*

*Team skills.*

*Eye contact.*

*Cooperation.*

*Adaptability.*

*Follow rules.*

*Self-directed.*

*Good attitude.*

*Writing skills.*

*Driver's license.*

*Dependability.*

*Advanced math.*

*Self-supervising.*

*Good references.*

*Being drug free.*

*Good attendance.*

*Personal energy.*

*Work experience.*

*Ability to measure.*

*Personal integrity.*

*Good work history.*

*Positive work ethic.*

*Interpersonal skills.*

*Motivational skills.*

*Valuing education.*

*Personal chemistry.*

*Willingness to learn.*

*Common sense.*

*Critical thinking skills.*

*Knowledge of fractions.*

*Reporting to work on time.*

*Use of rulers and calculators.*

*Good personal appearance.*

*Wanting to do a good job.*

*Basic spelling and grammar.*

*Reading and comprehension.*

*Ability to follow regulations.*

*Willingness to be accountable.*

*Ability to fill out a job application.*

*Ability to make production quotas.*

*Basic manufacturing skills training.*

*Awareness of how business works.*

*Staying on the job until it is finished.*

*Ability to read and follow instructions.*

*Willingness to work second and third shifts.*

*Caring about seeing the company succeed.*

*Understanding what the world is all about.*

*Ability to listen and document what you have heard.*

*Commitment to continued training and learning.*

*Willingness to take instruction and responsibility.*

*Ability to relate to coworkers in a close environment.*

*Not expecting to become a supervisor in the first six months.*

*Willingness to be a good worker and go beyond the traditional eight-hour day.*

*Communication skills with public, fellow employees, supervisors, and customers.*

How many soft skills do you possess?