

# Get 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 ten soft skills. Work with your group to define each one and give a workplace example. Finally, using a scale of 1-10, with 10 being the high point, rate yourself on each soft skill.

10 Soft Skills	Define	Example	Rate Yourself
Good Communicator			
Positive Attitude	<i>Cheerful and helpful</i>		
Strong Work Ethic			
Teamwork Skills			
Interpersonal Skills		<i>Avoids gossip</i>	
Has Integrity	<i>Honest, hard working</i>		
Flexible and Adaptable			
Problem Solver			
Good Self Management	<i>Organized, Responsible</i>		
Takes Initiative		<i>Offers to take on additional responsibility</i>	

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

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