

What Makes a Good Job Candidate?

The Importance of Soft Skills

Soft skills represent the skill set in greatest demand across all businesses, industries, and occupations and are transferrable skills that employees use in every job – and in life. In the Greater Washington region, 40 percent of the Top 50 in-demand skills are soft skills.

What Are Soft Skills?

Soft skills are what you need to get a job and helps you to be a good employee. Some of the most common soft skills that employers are looking for include:

Reliability	<ul style="list-style-type: none"> • Showing up to work on-time, all the time. • Completes tasks correctly and on-time. • Do what you say you will do.
Responsiveness	<ul style="list-style-type: none"> • Communicates with a positive attitude. • Able to talk to others in a friendly manner. • A good listener.
Courtesy	<ul style="list-style-type: none"> • Gets along with others and is respectful towards all people. • Positively resolves conflicts with others in a timely manner. • Acknowledges others in positive and professional manner. • Has good grooming and personal hygiene habits.
Capability	<ul style="list-style-type: none"> • Able to solve problems. • Understands what you can do and asks for help when needed. • Eager to learn new information and skills necessary to do the job.

YouTube videos about Soft Skills:

<https://workforcecouncil.arlingtonva.us/soft-skills-training-videos>

The Alexandria Workforce Development Center and Arlington Employment Center are proud partners of the American Job Center and Virginia Career Works Networks. Center services support all job seekers, including Veterans, People with Disabilities, and English Language Learners. The Alexandria Workforce Development Center and Arlington Employment Center are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.

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