

#MyCareerDevelopment

Top 10 Soft Skills Categories

Did you know that 87% of recent grads nationwide felt they were well prepared to begin their careers; but only half of hiring managers agreed?

Are YOUR soft skills up to par?

If not, study up on this list of Top 10 Soft Skills compiled by Dr. Carol Stewart of the Management Department.

1 Written Communication

Do you take care with your writing? In term papers? In emails to your professors? In correspondence with your boss?

2 Oral Communication

Do you speak clearly and professionally? Can you give precise directions? Are you persuasive?

3 Interpersonal Skills

How do you interact with classmates? Professors? Coworkers?

4 Professionalism

Do you understand the expected behaviors in a professional environment (classroom or on the job)?

5 Teamwork

Are you agreeable? Do you surpass what's assigned to you?

6 Problem Solving

Can you make good decisions?

7 Ethics

Do you act ethically with others?

8 Flexibility

Can you go with the flow as projects grow, morph, and change?

9 Leadership

Can you lead a team or a project? Are you confident enough to volunteer to do so? Do peers/coworkers think you're a good leader?

10 Diversity

Do you get along with a variety of different people and cultures?

Be a Wise Owl and register for upcoming #Lunch&LearnFridays. Visit bit.ly/MyCareerDvlpmt to register for these limited-seating workshops and activities.