

# 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:

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

**Scan the QR Code below to watch videos about Soft Skills:**



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