

GreenWays



JOBS FOR THE FUTURE

EMPLOYER ENGAGEMENT TOOLKIT | TOOL 4.2

PRIORITIZING THE RIGHT SOFT SKILLS

TOOL 4.2

Program participants often arrive with limited “soft skills,” yet these skills are often near the top of a long list of skills, experience, and personal qualities that employers seek in their new employees. Because soft skills can be hard to define, difficult to teach, and challenging to measure, programs need to make sure they devote their limited time to those skills that potential employers value most.

Because many employers embrace the opportunity to talk about what they want in their employees, asking them to share is an easy and productive way to engage them. This will also provide insight into which soft skills are most important at individual companies. You can aggregate these responses to uncover the common needs across the industry.

Provide this worksheet to your employer partners so you can better understand which soft skills are most important to your program. Use their responses as a check against several program elements, specifically:

- > Whether your curriculum teaches all of the soft skills employers want
- > How you talk to employers about the benefit of your program
- > What you tell students about why it is important to learn these skills

WHO SHOULD USE THIS TOOL

Employer supervisors of potential new hires

Company Name: _____

Name and Title: _____

IDENTIFYING THE SOFT SKILLS THAT MATTER TO YOU

We would like your input so we can refine our curriculum, properly emphasize the importance of soft skills in our training, and better screen and refer candidates for internships and jobs at your company.

Please help us understand the relative importance of soft skills and attributes for employment at your company. The 28 skills included in this worksheet were included in the U.S. Department of Education's Employability Skills Framework as general skills that are necessary for success in the labor market at all employment levels and in all sectors. We would like to target our training to match your specific needs within these potential skills.

For each of the traits or skills below, choose the option that best reflects that item's importance for entry-level employees at your firm. You may find it useful to review the entire list before beginning to assign scores.

(1) Nice to Have **(2)** Helpful **(3)** Important **(4)** Absolutely Essential

SKILL	1	2	3	4	SKILL	1	2	3	4
Responsibility					Managing Time and Other Resources				
Self-discipline					Understanding, Evaluating, and Using a Variety of Information				
Flexibility					Communicating Effectively in Multiple Formats				
Integrity					Understanding Relationships Among System Components				
Initiative					Applying IT Appropriately/ Effectively				
Professionalism					Reading				
Self-worth					Writing				
Willingness to Learn					Applied Math				
Acceptance of Responsibility for Growth					Applied Science				
Can Work Independently or on Team					Analytical Skills				
Communicate Effectively					Reasoning Skills				
Positive Attitude					Planning Skills				
Contributes to overall goals of workplace					Organizing Skills				
Problem Solving					Making Sound Decisions				

Please describe any other soft skills critical to your company: _____

We would enjoy discussing your responses in person. Thank you for your interest.