

Soft and Social Skills

Speaks clearly	Practices personal Hygiene
Can stay calm	Good time management skills
Asks for help	Understands deadlines or timelines
Open minded	Acts responsibly
Receives constructive criticism	Self-Motivated
Requests feedback	Able to make decisions with confidence
Understands appropriate work behavior	Willing to do hard things
Speaks at a moderate pace, not too fast or too slowly	Always completes task when asked
Confident	Dependable
Creative thinker	Makes eye contact
Humor	Firm hand shake
Leader	Positive Attitude
Dresses appropriately	Team player
Patient	Concern for others
Respectful	

Soft and Social Skills

Thanks others

Friendly

Understands nonverbal clues

Encouraging

Repeats things to show understanding

Helps Others

Refrains from speaking too often or interrupting others

Follows rules of the setting

Shows an interest in others

Stays on Task

Can speak calmly even when stressed

Celebrating others successes

Good listener

Respecting Opinions

Flexible

Being Kind

Caring

Open to learning new ways of thinking

Works well with others

Speaks confidently, without bragging

Can state needs, wants or feelings without criticizing or blaming