

## These Skills Pay the Bills



[Image via Pixabay](#)

When it's time to pick a career path, education is key. However, a bachelor's degree will only take a person so far. Here are a few of the top traits hiring managers seek when filling open positions:

**Confidence.** All employers want employees who are confident in themselves and in their abilities to contribute to the workplace. Self-assuredness can go a long way in helping land a job and moving a person forward in their career. Fortunately, confidence is not a luxury set aside for an elite few and is something that, according to career strategist Erica Gellerman, can be refined and [practiced](#).

**Eagerness to learn.** Just because a person has a degree in-hand doesn't mean they're the ultimate authority in an industry. Employers want – and need – workers who are willing to take advice and accept constructive criticism without taking things too personally.

**Adaptability.** Having the ability to make the best of the situation is something highly prized in all industries as job functions are forced to adapt to technology, consumer demand, and a plethora of other factors that define a company's objectives. Neil Kokemuller, a college professor and

*Houston Chronicle* columnist, describes on-the-job adaptability as a “[critical quality](#)” sought by managers and supervisors.

**Self-reliance.** Small businesses are especially keen to hire people who can take on new responsibilities with little direction. Paying multiple individuals whose only job is to complete specific tasks isn’t always feasible. A print shop manager might, for instance, need to step in and complete graphic design projects or assist with cutting, binding, or packaging. Employers look for potential leaders who have the ability to observe how a business operates and isn’t afraid to jump in when a helping hand is necessary.

**Teamwork.** Many young workers, even those with likable personalities and unquestionable social skills, take a “me-first” attitude in the office. Fear of looking incompetent by accepting help or strengthening a coworker’s value by helping them *without attribution* is a powerful motivator for workplace selfishness. Employers desperately need team players who are willing to combine their skills with others’ complementary strengths in order to get things done. See Sandler Training’s list of [6 Benefits of Teamwork in the Workplace](#) for more reasons why collaboration is a key in achieving personal success.

**Dependability.** Being dependable doesn’t just mean showing up on time every day. Dependability is more complex than that. Employees must be consistent in everything they do, from the quality of work to how they conduct themselves in front of customers. Many employers put more weight on reliability and integrity than hands-on skills, a topic HomeAdvisor touches on in this [hiring guide](#) for contractors.

**Honesty.** As they say, “honesty is the best policy.” This old adage holds up in the workplace as strongly today as ever. One of the worst things an employee can do is lie on their resume, about their skills or experience, or why they didn’t make it to work last Friday. Not only does bending the truth compromise perceived integrity, it can get people fired.

**Articulation.** [How you speak](#) says a lot about a person’s professionalism. Unfortunately, today’s tech-centric society has made verbal communication a virtual thing of the past. People – managers and supervisors included – tend to listen to and respect words spoken with eloquence. During a job interview, people are taken more seriously when expressing themselves with intent and making a concerted effort to speak in full, grammatically correct sentences. People should avoid online acronyms in face-to-face communications to help circumvent an OMG moment when they realize they didn’t get the job or promotion.

While these “soft skills” are vital to workplace success, people shouldn’t forget to polish their [professional skills](#) as well. Something as simple as taking a course in customer service will prove to employers that employees have the drive and determination to commit to their career. Showcasing all talents will make employees more valuable over time.