



**ASSESS  
DEVELOP  
MASTER**

# SOFT SKILLS

[AmIJobReady.com](http://AmIJobReady.com)

Employability Skills. Made Easy.

Do my  
soft skills  
stack up?



Assess Employability & Culture Fit



Develop & Track Achievement of  
Industry-vetted Soft Skills

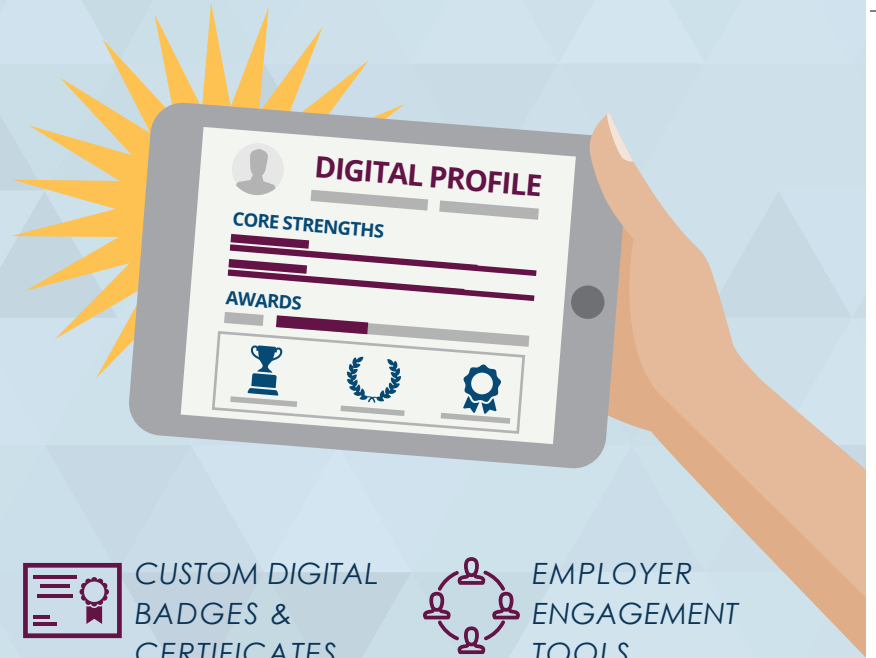


Award Digital Credentials &  
Report on Key Learning Outcomes



# SOFT SKILLS MATTER

Listen to employers!  
Get the skills they say matter most.



## Am I Job Ready Features:



SCIENTIFIC  
SOFT SKILLS  
ASSESSMENTS



INTERACTIVE  
CAREER SKILLS  
TRAINING VIDEOS



CUSTOM DIGITAL  
BADGES &  
CERTIFICATES



EMPLOYER  
ENGAGEMENT  
TOOLS

## Measure & Develop 70+ Key Learning Outcomes Across 16 In-Demand Workplace Competencies

1



### Analytical Problem Solving

- Thinks Analytically and Critically
- Recognizes Trends
- Identifies Problems

2



### Continuous Learning

- Finds Growth Experiences
- Aspires to Develop
- Learns Willingly

3



### Cooperative Teamwork

- Works as Part of a Team
- Resolves Conflicts
- Shares Information

4



### Coping with Pressure

- Remains Optimistic
- Manages Stress
- Handles Criticism

5



### Customer Focus

- Monitors Customer Behavior
- Identifies Emerging Customer Needs
- Aligns Customer Needs

6



### Decision-Making

- Evaluates Acceptable Alternatives
- Accepts Responsibility for Decisions
- Takes Calculated Risks

7



### Drive For Excellent Results

- Sets Quality Standards
- Adheres to Quality Standards
- Monitors Quality

8



### Flexibility

- Demonstrates Versatility
- Adjusts to Changing Demands
- Remains Open to Change

9



### Influential Communication

- Listens Actively
- Asks Probing Questions
- Communicates Clearly

10



### Initiative

- Achieves Results
- Acts with Confidence
- Acts with Sense of Urgency

11



### Innovation

- Introduces Change
- Embraces Creativity
- Focuses on Continuous Improvement

12



### Integrity and Respect

- Treats Others Fairly
- Operates Ethically
- Demonstrates Trustworthiness

13



### Management of Others

- Coaches for Performance
- Enriches Employees' Jobs
- Gives Direction

14



### Planning and Organizing

- Leads Projects
- Manages Resources
- Operates in an Organized Manner

15



### Reliability

- Attends to Details
- Adjusts Schedule
- Works Independently

16



### Strategic Vision

- Thinks Strategically
- Understands the Big Picture
- Creates Alignment

## WANT TO LEARN MORE?

Contact us at

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**317.814.8858**

[www.AmIJobReady.com](http://www.AmIJobReady.com)