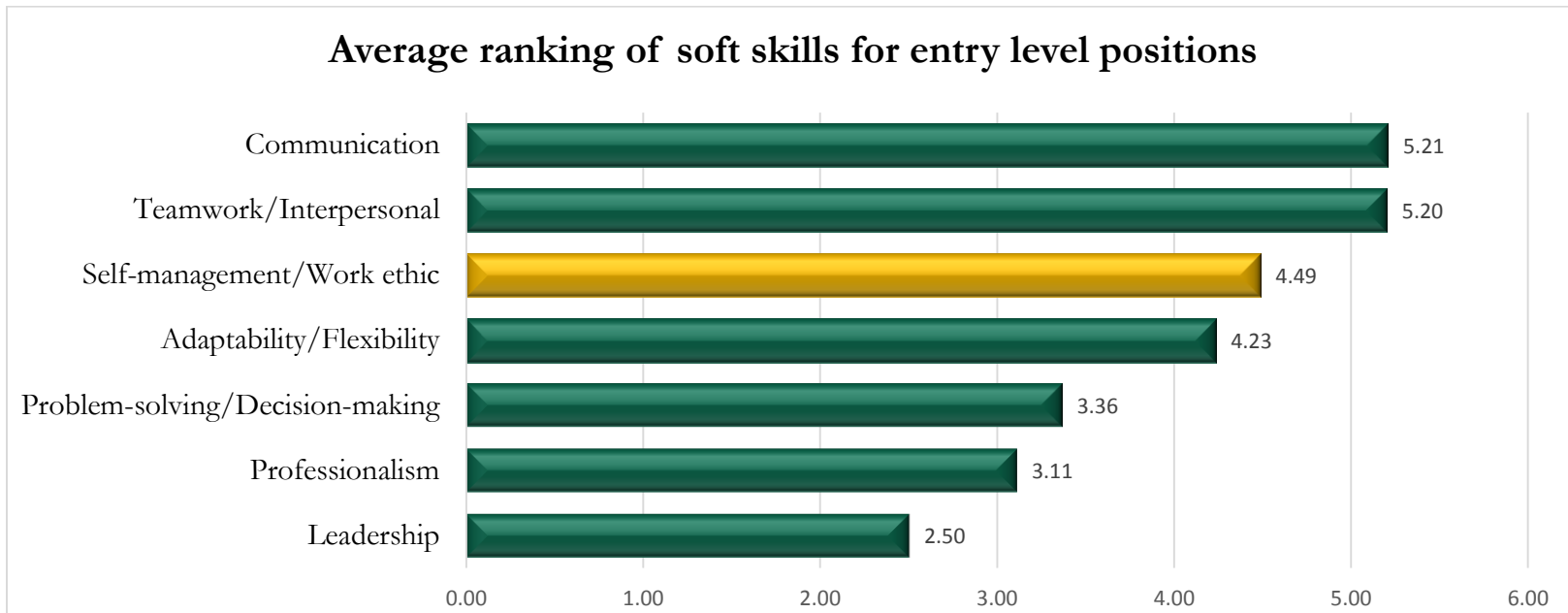




### Average ranking of soft skills for entry level positions



The four top soft skills voted most important for entry level positions **as of October 6, 2016.**

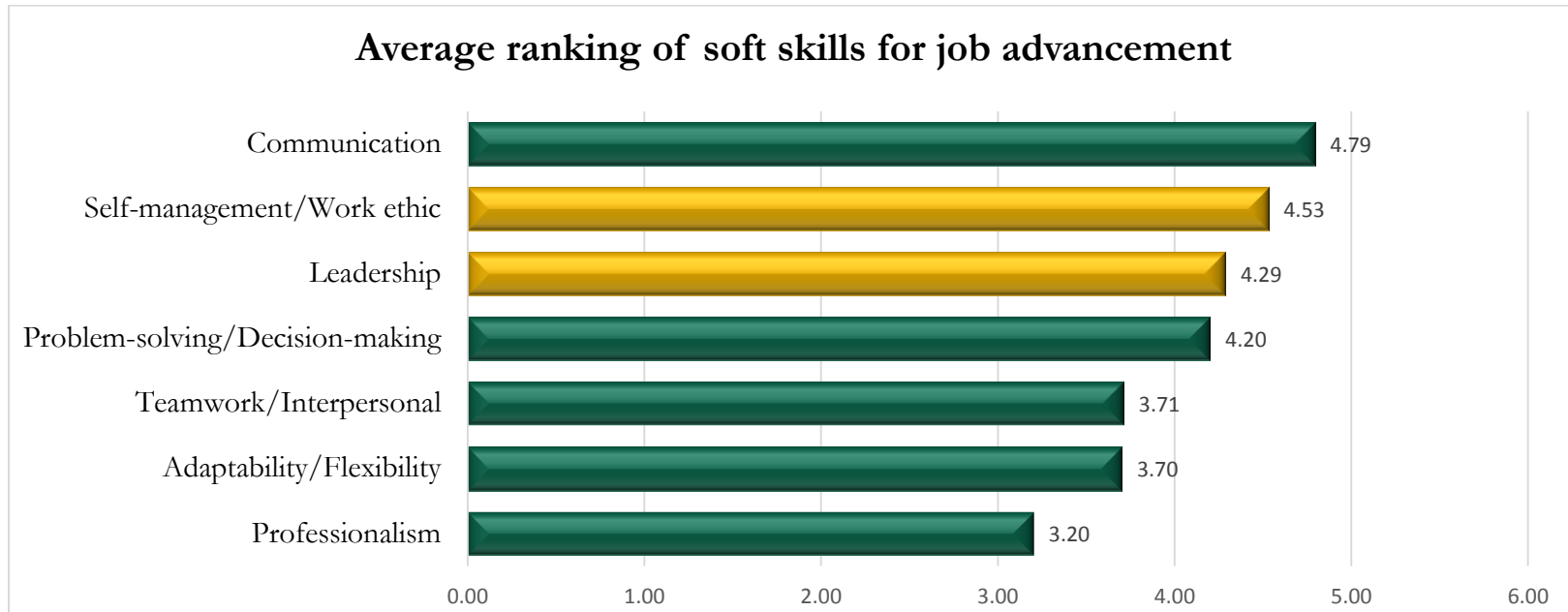
	<u>Average Ranking Score</u>	<u>#1 Votes</u>
Communication	5.21	8
Teamwork/Interpersonal	5.20	7
Self-management/Work ethic	4.49	12
Adaptability/Flexibility	4.23	4



**Verbatim Responses to:**

**What other soft skill(s) do ENTRY LEVEL applicants need in order to be successful at your organization?**

- Computer and technical skills, research skills - i.e. they don't have to know everything, but need to know how to find required information, strong work ethic and time management. Ability to meet deadlines and work well under pressure.
- Time management: ability to organize tasks and manage time wisely. Being dependable; showing commitment to the agency and the job at hand. The ability to handle stressful situations well. Accepting responsibility, taking the initiative when there is a need. Bringing a certain amount of energy to the work atmosphere.
- Sense of responsibility to be present and on time for work on scheduled work days and work assigned duties for the entire shift.
- Personality. Need to be able to capture guest through engagement
- Demonstrating Commitment and Being Dependable; Managing Time Effectively and Efficiently; Working well Under Pressure; Accepting Responsibility; Projecting Energy; Taking Initiative; Having Emotional Intelligence
- Regarding Teamwork...Lowe's feels applicants need to be more than just aware and sensitive to diversity, we want employees who appreciate and celebrate diversity.
- Come to work each day scheduled and be on time.
- Must have a high school diploma or GED. Must already have some training. This is not an entry level position company.
- cleanliness come to work clean and presentable
- Respect for schedules and commitment to timelines with focus on collaboration
- Integrity is paramount to all character traits. Responsibility and accountability are critical soft skills as well.
- Demonstrated work ethic; dress appropriately for work!
- Self starter



The four top soft skills voted most important for job advancement as of October 6, 2016.

	<u>Average Ranking Score</u>	<u>#1 Votes</u>
Communication	4.79	7
Self-management/Work ethic	4.53	8
Leadership	4.29	8
Problem-solving/Decision-making	4.20	1



**Verbatim Responses to:**

**What other soft skill(s) do employees need for JOB ADVANCEMENT at your organization?**

- Good attendance, motivation, and time management skills.
- The ability to look at job tasks and delegate effectively. Must be able to handle stress well (grace under pressure) and make decisions quickly on the best information available at the time. This person would need to have a dedication to the community and the employees to want services better; work environment better and the ability to bring in other organizations for a positive partnership.
- Ability to Delegate Effectively; Planning and Organizational Skills; Effective Listening Skills; Desire to Improve the Work Environment and the Community; Non-Judgmental; Compassionate
- judgment, drive, commitment
- I would like to note that all of these skills are extremely important when an employee is seeking to advance within the organization.
- Humility and sharing success
- attendance and no disciplinary reprimands
- Other answers are the same as the previous page.
- The ability to effectively multi-task and prioritize responsibilities.
- Self awareness
- Leadership by example. Demonstration of commitment to the mission / goals of the organization.
- Certifications for Some Positions
- I re-emphasize integrity.
- Education that is obvious through their actions and their communications
- communication, problem solving



**Verbatim Responses to:**

**List one or two things that recent high school graduates should be aware of to gain employment at your organization.**

- Must have transportation
- How to interview well and knowledge about our company. How to present themselves in a professional manner.
- The ability to interview well; demonstrate solid written and math concepts. Having the ability to learn new information and apply it to the job at hand and to other key areas of the organization. Must be reliable, have strong customer service skills.
- Must pass drug test.
- Be able to talk about themselves in a professional, positive manner
- The interview is important, but the Probationary Period of 6 - 9 months after being hired is really an extension of the interview. It is the opportunity for the new employee to demonstrate that they can consistently produce the quality and quantity of work that is expected.
- Lowes has a strong, well-defined culture. They know who they are and what their organization is about. They want employees who will support the company's purpose and mirror their values.
- Technical testing. Interview skills
- Be on time, everyone doesn't get paid the same, it's based on experience, knowledge and value
- Dedication and excellent interpersonal skills
- commitment to their work listen to feedback
- Need a driver's license; looking for long-term workers that want to stay with organization, learn, and gain skills
- Be on time and report on scheduled work days. Follow company policy/rules and be respectful.
- Maturity (can be depended upon to be here and conduct themselves as adults) Willingness to learn
- We value attendance, very hard to run a business when you have unplanned absences.
- Office: We hire through temp agencies primarily Shop: They must work our schedule, not make up their own. They must have a skill set already in place.
- The value of education and community.
- They have to be on time for their job, and they need to work every day they are scheduled.
- The willingness to work hard and to be at work. What's acceptable attendance at school is not acceptable at work.
- understand fractions and decimals as well as read a tape measure/ruler



**Continued...List one or two things that recent high school graduates should be aware of to gain employment at your organization.**

- Increased emphasis on math skills
- Immunization Requirements Tuberculosis (TB) Screening Urine Drug Screen Instructions
- Be at Work on Time. Understand your Working Environment and Respect Authority.
- You need to flexible and present. Must be at work, on time and always present in the moment. Work is not an entitlement, it is a commitment.
- Attentiveness and focus without distractions (ie. No social media during work time). Requirement to make contributions as an active member of a team.
- Applying for a position will require the successful completion of a background check, drug screen and possibly pre-employment physical
- Completely Fill Out Application
- 1. That he or she must be able to demonstrate integrity in all that he or she has done or will do. 2 That he or she must demonstrate a track record of working hard and being loyal to one's company.
- decent math skills and proper attire on interview
- Work is not a game; it is 'real life Work requires personal & process disciplines
- Be prepared for your interview if you make the first cut of application process. Do some research on the job, the community, etc.
- professionalism, willingness to learn



**Over the next three years, how many new employees are estimated to be hired at your organization due to ATTRITION OR RETIREMENT?**

<u>Answer Choices</u>	<u>N</u>	<u>%</u>
0	2	5.41%
1-5	9	24.32%
6-10	2	5.41%
11-20	7	18.92%
21-50	8	21.62%
Over 50	4	10.81%
Prefer not to answer	5	13.51%

**Over the next three years, how many new employees are estimated to be hired at your organization due to EXPANSION?**

<u>Answer Choices</u>	<u>N</u>	<u>%</u>
0	9	24.32%
1-5	11	29.73%
6-10	2	5.41%
11-20	5	13.51%
21-50	0	0.00%
Over 50	4	10.81%
Prefer not to answer	6	16.22%