

SOFT SKILLS

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Annotation. To be a successful candidate for a vacancy it is necessary to represent not only technical, but also soft skills. The problem of soft skills during the interview is considered in the article.

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Nowadays we all know about technical, computer and analytical skills. Those are hard skills. During a job interview, you can face questions not only about your hard skills, but also about less-known soft skills. Soft skills are abilities that can be employed in any job and in a huge variety of life situations. No matter who you are, you can develop them. Social skills are usually related to your personality and your human skills. They are more subjective and emotion-based than hard skills.

Basic soft skills include such skills as:

Problem-solving

Effective communication

Adaptability

Resilience

Time Management [1]

Let us consider these skills in more detail.

Problem-solving Skills

Life is not easy. Problems are its main component. No matter what problems you have whether they are professional or personal, it is your responsibility to solve them. You can close your eyes on the problem, but it would not help solve it. Admit the problem, find its origin and try to take even the tiniest steps to improve your situation. You should not be afraid of making wrong steps, remember, you can always create a new strategy and try another step again. Later I found a quote that says that in life there are no good or bad decisions, there are only different outcomes. Therefore, if you think that steps you make do not help, you can get back, understand why it is not working for you and create an upgraded strategy, based on lessons you have learnt from the failure. Types of problem—solving skills include: analysis, logical reasoning, initiative, persistence and decision making [3].

Effective Communication Skills

Communication skills allow you to share and receive information. Indeed employers consistently rank communication skills as one of the most commonly requested skills in job postings. Using, improving and highlighting your communication skills can help you both advance in your career and be competitive when searching for new jobs. Communication skills include: active listening, friendliness, confidence, empathy and respect [3].

Adaptability Skills

Being able to adapt to changing environments and work processes makes you a competitive job candidate and strong overall professional. Having adaptability skills means you are open and willing to learn new things, take on new challenges and make adjustments to suit transitions in the workplace. Adaptability skills are qualities that allow you to adjust to changes in your environment. Being adaptable at work means you can respond quickly to changing ideas, responsibilities, expectations, trends, strategies and other

processes. These soft skills are particularly important when working in fast-paced or constantly evolving work environments. Some examples of adaptability-related skills include: curiosity, self-management, calmness, open-mindedness and self-confidence [3].

Resilience Skills

Bad things do happen. No one is protected against such things. Sometimes we cannot control what happens in our lives, but we can control the way we respond. Resilience means you face life stressors and challenges and you bounce back and recover. In doing so you can enrich your life. Being resilient means you face stressors not eliminate them. To be resilient means you learn from your mistakes not avoid making them; to be resilient means you rebound from failure.

Time Management Skills

During a day we can have a huge variety of tasks we should accomplish. Writing down twenty tasks does not gain success. Time management means that you prioritize tasks and realize the most vital ones. Time management skills describe your ability to work efficiently and productively using your time wisely. Some skills related to time management skills include: goal setting, prioritizing, planning, delegation of duties and stress management [3].

Which are more important hard skills or soft skills? Which skills are more important depends on where you are going to work. If you want to freelance, such skill like work ethic might not be in use. However, if you want to work in a team, soft skills will help you do that, more effectively. Soft skills define a person you are. Therefore, either it is your work or personal life, some of those skills can be helpful.

How to Develop Soft Skills

1. Find a skill you want to improve and work on it every day.

Most soft skills you can build by using them on a daily basis.

2. Fake it till you make it.

The more you act like a person who has a certain skill, the faster you become this person. People around you can help. Choose someone you find appropriate for your goal, and try to understand what qualities, you would like to implement into your own character.

3. Be SMART

To succeed in making a new habit you should have definite goals. To set them, use SMART system (Specific, Measurable, Achievable, Realistic, Time Based).

4. Find resources

Books, online or offline classes, videos on YouTube – are resources that can help you improve your soft skills.

You might not need every of the soft skills presented in the article, but at least one is a must-have. Through your soft skills, a recruiter can understand what kind of person you are to work with. An IT sphere is essentially about programming, but working in a team, solving problems and managing time are a valuable part of a sphere.

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