

## Soft skills in demand: Jobseekers with interpersonal, leadership and organisational skills wanted

Interpersonal, leadership and organisational skills are highly valued soft skills, yet jobseekers often overlook their importance when applying for their next role, says recruiting experts Hays.

“Candidates tend to focus on the technical or hard skills required for a role and brush over the soft skills components of an employer’s wish list,” says Jane McNeill, Senior Regional Director of Hays in Perth. “Yet these soft skills are highly sought after by employers, who are typically looking for a candidate who not only possesses all the technical requirements needed to perform the role, but who can also bring these additional soft skills to the organisation.

“There is a shortage of candidates with the right technical skills as well as the additional soft skills that employers want in the candidate they will employ. Some employers are becoming more flexible in their requirements and will offer training to a candidate who is otherwise a good fit for the role. But others will hold out for a candidate that matches all their skill requirements – both hard and soft.

“That’s why it is important to promote your soft skills in your resume and in interviews with clear examples, and to seek out opportunities in your current role where you can improve upon these skills.”

According to Hays, the three soft skills that employers most commonly request are:

- **Interpersonal and communication skills:** “Widely held as a key requirement, interpersonal and communication skills can include anything from being able to work efficiently as part of a team and build relationships, to the manner in which phone calls and emails are handled, to giving presentations in front of clients and management,” said Nick. “These skills are highly desirable, which is why we advise candidates to prepare examples before an interview to demonstrate your capabilities in this area.”
- **Team management and leadership skills:** “These skills are repeatedly cited as being important to employers, yet talented individuals with these skills are in short supply across the board. For this reason we encourage candidates to attain these good employability skills. For example, you could volunteer to chair meetings, help run a team project or mentor a junior member of the team.”
- **Organisational skills:** “Organisational skills are also commonly cited by employers as a soft skill they value and look for, but it is also a skill many candidates either lack or do not give enough attention to. There are plenty of ways you can demonstrate your organisational skills, from running events to breaking a large project down into manageable pieces or planning your busy workload to ensure all tasks get done on time.”

In Perth, Hays is located at Level 8, 172 St Georges Terrace and Level 3, 1 Howard Street or can be reached by calling 9254 4595 or 9226 5766.

Hays, the world’s leading recruiting experts in qualified, professional and skilled people.

For further information please contact Lucy Sharp, Marketing Manager of Hays, on 02 8226 9885 or [lucy.sharp@hays.com.au](mailto:lucy.sharp@hays.com.au)

### About Hays

Hays is the leading global specialist recruiting group. It is the expert at recruiting qualified, professional and skilled people worldwide. It operates across the private and public sectors, dealing in permanent positions, contract roles and temporary assignments.

Hays employs 7,086 staff operating from 257 offices in 31 countries across 17 specialisms. For the year ended 30 June 2010, Hays placed around 50,000 candidates into permanent jobs and around 180,000 people into temporary assignments.