

Results from a Survey conducted on Survey Monkey in September-October of 2013.

Respondents are all clients or contacts of Aseret Congruence in various professional fields. The 30 different skills were randomized in 3 groups of 5 ensuring that comparative value between skills were not influenced by preferences or bias. In each case, respondents ranked their value and importance in their respective field. The five (5) skills in the list had to be ranked from Most Important (#1) to Least Important (#5). No overlaps were accepted resulting in skills receiving a score of 1, 2, 3, 4 or 5. Results were compared in three (3) different perspectives.

Comparison #1 was performed according to the average score obtained for each skill in the 3 different groupings in which they appeared. Scores were generated by the survey analysis. The lower the score, the more respondents identified the skill as important for their success.

Comparison #2 was performed by adding the number of times a skill was picked as #1 or #2 and subtracting the number of times the same skill was picked as #4 or #5. This was to eliminate the number of times a skill was considered "neutral" compared to the others (rank as 3).

Comparison #3 was performed by adding the number of times a skill was picked as #1 (most important) and subtracting the number of times the same skill was picked as #5 (least important)

	Comparison #1 Ranking from average scores	Comparison #2 Ranking from differential (1/2 vs 4/5)	Comparison #3 Ranking differential 1 to 5	Average Ranking	Soft (S), Soft and Hard (SH), Hard (H) skill
Integrity	1	1	1	1	S
Listening	2	2	3	2	S
Positive attitude	3	4	2	3	S
Emotional Intelligence	5	3	4	4	S
Communication/Interpersonal	4	6	5	5	S
Strategic thinking	6	5	6	6	SH
Coaching and leadership	7	10	6	8	SH
Adaptability to people and circumstances	8	7	9	8	S
Ability to understand others	9	8	8	8	S
Asking relevant questions	10	8	11	10	SH
Cooperation and Customer focus	11	14	10	12	S
Expertise in the field of work	12	12	12	12	H
Teamwork	13	11	15	13	S
Commitment and follow-up	14	13	13	13	SH
Planning and organization	15	15	16	15	H
Business knowledge/acumen	17	16	14	16	H
Negotiation and mediation	16	17	16	16	H
Initiative	18	18	19	18	S
Time management	20	21	16	19	H
Problem solving	19	20	19	19	SH
Openness (being non-judgmental)	21	19	21	20	S
Analytical skills	22	23	22	22	H
Dialogue	23	22	25	23	S
Networking	24	24	23	24	SH
Project management	25	25	26	25	H
Presentation skills	26	25	27	26	SH
Usage of data and technology	27	27	24	26	H
Hiring and recruitment	28	28	28	28	SH
Budget management	29	29	30	29	H
Event coordination/management	30	30	29	30	H

Definitions

Soft Skill:

Desirable qualities for certain forms of employment that do not depend on acquired knowledge: they include common sense, the ability to deal with people, and a positive flexible attitude ¹

Soft skills refer to a cluster of *personal qualities, habits, attitudes and social graces* that make someone a good employee and compatible to work with ²

Unlike hard skills, which tend to be specific to a certain type of task, *soft skills are broadly applicable* ²

Hard Skill:

Specific, teachable abilities that can be defined and measured. By contrast, soft skills are less tangible and harder to quantify ³

Are usually related to professional knowledge, tools, or techniques that allow us to work within our profession ⁴

¹ from Dictionary.com, ² Davenport University Career Services, ³ Investopedia, ⁴ Ryerson University Continuing Education