

# GET THE JOB

## Highlight Interpersonal Skills

Soft skills — such as communications, relationship-building and leadership — aren't exactly quantifiable or proven with aptitude tests. These interpersonal abilities may be harder to measure, but they are invaluable in the workplace.

Interpersonal skills are the qualities and behaviors a person uses to interact with others properly. In the business setting, the term refers to your ability to work well with others, plain and simple. Here are some of the most important soft skills you can develop:

- Communication.
- Listening.
- Collaboration.
- Empathy.
- Teamwork.
- Positivity.
- Creativity.
- Problem-solving.
- Response to conflict.

### RANK YOUR INTERPERSONAL SKILLS

Are you a trusted communicator within your organiza-



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tion? Someone who your bosses, peers and subordinates can go to with business challenges and even personal issues? Or maybe you're seen as more standoffish and focused on keeping your head down at work.

No matter where you fit into the interpersonal ecosystem at your workplace, there is always room for improvement. Professionals with the best interpersonal skills are

seen as collaborative problem-solvers who can work with others to help the company grow.

### WORK AT YOUR INTERPERSONAL SKILLS

We aren't all born great communicators and leaders. Getting to expert status in these skills takes hard work, dedication and commitment to getting better. If you need help building your soft skills,

first take an honest look at yourself and what aspects you need to improve. Then, turn to a job coach or other employment professional to develop a strategy to get you on the road to improvement.

It's a lot of hard work, but with stronger interpersonal skills, you can be a more valuable commodity on the job market.

Strong communication and listening skills are some of the

### HOT JOB PROFILE

#### FIRE INSPECTORS

2018 median pay: \$60,200 per year (\$28.94 per hour)

**Number of jobs in 2018:** 15,200

**Job outlook, 2018-28:** 8% (faster than average)

**Employment change, 2018-28:** +1,300

**The role:** Fire inspectors examine buildings in order to detect fire hazards and ensure that federal, state and local fire codes are met.

**Education required:** Fire inspectors and investigators, as well as forest fire inspectors and prevention specialists, typically have previous work experience as a firefighter. These workers need at least a high school diploma or equivalent, and receive on-the-job-training in inspection and investigation.

**The need:** Jobseekers should expect strong competition for the limited number of available positions.

Source: U.S. Bureau of Labor Statistics

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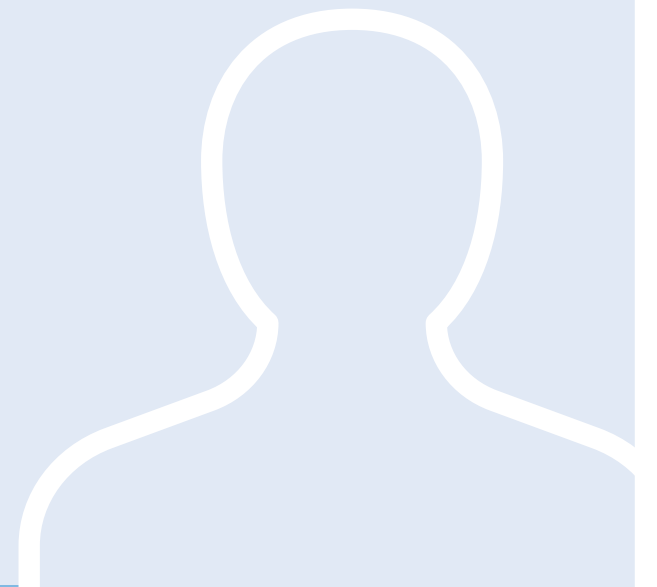
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## AD SPACE