

Along with employers prioritizing skills like AI, cybersecurity and digital literacy, soft skills are playing a bigger role in hiring decisions. Employers want to know: **Are you going to be the right fit for their team?** That's why it's important to understand your strengths, weaknesses, and transferable skills. In this guide, we'll share how to identify them and communicate them with confidence.

## What are critical soft skills?

**Personal attributes and interpersonal abilities that shape how you work with others and navigate the workplace.**

Unlike technical skills, they're not job-specific and measurable but are just as important.

**What is your work super power?** (Everyone has one!)

Mediating meetings

Resourcefulness

Understanding other POVs

Collaboration

Putting out fires

Public speaking



In the context of career development, mastering soft skills can lead to better job performance, stronger professional relations, and more opportunities for promotions or leadership roles. Employers increasingly value these skills because they enable individuals to contribute more effectively to team dynamics and shape a positive work culture.

Like any skill, they grow with practice, reflection, and practical experience.

## What are skills assessments?



**Tests or evaluations designed to measure a person's ability to perform specific tasks or demonstrate knowledge in certain areas.**

These assessments can be technical, job-specific, or cover general competencies.

Common types include:

- Technical Assessments
- Cognitive Skills Tests
- Communication and Writing Assessments

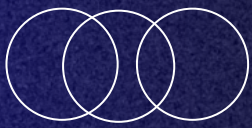


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## What are personality tests?



**Assessments designed to measure aspects of a person's character, behaviour, and emotional tendencies.**

These tests aim to identify patterns in how people think, feel, and interact with others.

### It's like astrology, but for business

Just like astrology, we can use these assessments and tests to help understand the many different kinds of people and their soft skills.



## Why are these tests so popular with companies?

### Hiring and Recruitment

Many of these tests help identify candidates who best fit a role by revealing how they work, communicate, and lead.

### Leadership Development

These tests build stronger leaders by identifying strengths, growth areas, and leadership potential.

### Personal Development

Tests can be part of professional development to help employees understand themselves better and continue to grow in their roles.

### Employee Engagement & Retention

Tests can help measure engagement levels and develop strategies to keep employees motivated and satisfied.

### Team Building & Communication

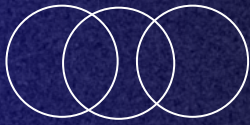
Understanding personality and behavioural styles helps teams work more effectively together, reducing conflict and improving collaboration.





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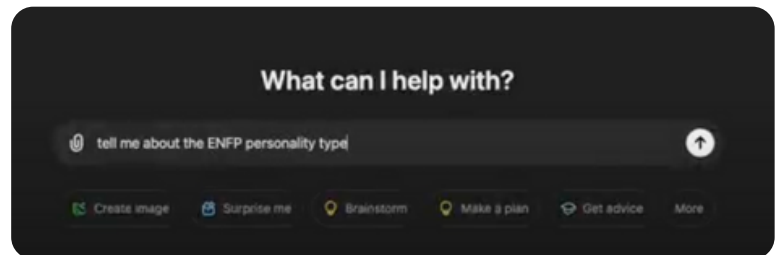
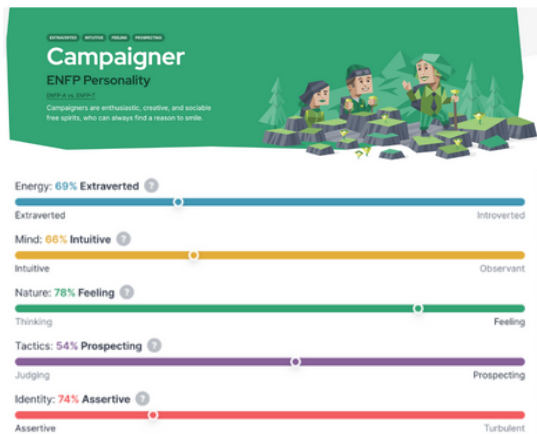
## How should you interpret and understand your results?

Let's use the Myers-Briggs Test as an example.

Example result:



Use ChatGPT or another LLM to help you distill and interpret your results!



Connect your personality assessment to a job description to see if you're a good fit by looking for keywords and connecting them to phrases to see if there are direct parallels.

In job interviews, you can also lean on language from your personality assessment results to describe yourself!

- Curious** – People with the ENFP personality type (Campaigners) can find beauty and fascination in nearly anything. **Imaginative and open-minded**, ENFP personalities aren't afraid to **venture beyond their comfort zone** in search of new ideas, experiences, and adventures. Moreover, their curiosity extends beyond simply seeking novelty. They also have a deep desire to understand how things work and why they are the way they are.
- Perceptive** – To people with this personality type, no one is unimportant – which might explain how they can **pick up on even the subtlest shifts** in another person's mood or expression. Because they're so sensitive to other people's feelings and needs, ENFPs can **make full use of their caring, considerate nature**.
- Enthusiastic** – When something captures their imagination and inspires them, ENFP personalities want to share it with anyone who will listen. And they're just as **eager to hear other people's ideas and opinions** – even if those thoughts are wildly different from their own.
- Excellent Communicators** – People with the ENFP personality type brim with things to say, but they can be caring listeners as well. This gives them a nearly unmatched ability to have **positive and enjoyable conversations with all sorts of people** – even people who aren't particularly sociable or agreeable.
- Easygoing** – ENFPs may live for deep, meaningful conversations, but they can also be spontaneous and lighthearted. These personalities know how to **find fun and joy in the present moment** – and few things **give them more pleasure than sharing their joy with others**.

Sr. Consultant, Talent Development - EAML...  
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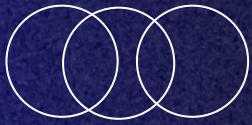
Apply

Save



### Who You Are

- You can demonstrate experience in AML/ATF standards and regulations. You use MS Office and have a solid knowledge of Word and Excel and are familiar with PowerPoint and SharePoint.
- You can demonstrate experience in project/program management and **change management**. It's an asset if you have a PMP or related certification.
- You look beyond the moment**. You know what you do will make a difference today and tomorrow. **You look for new opportunities** to define what's possible.
- You notice things others don't**. You are detail oriented. Your critical thinking skills help to inform your decision making.
- Your influence makes a difference**. You know that **relationships and networks** are essential to success. **You inspire outcomes by sharing your expertise**.
- You act like an owner. You thrive when you're empowered to take initiative, have the ability to work on your own, go above and beyond, and deliver results.
- Values matter to you. **You bring your real self to work and you live our values** - trust, teamwork, and accountability.



## How should you interpret and understand your results?

Your Myers-Briggs results also show your weaknesses, which you can take and reframe as **areas of growth**.



When doing this exercise, ask yourself:

*"What do I need to do to be successful because of this weakness?" "What am I doing to be better?"*

### Weakness

**Overly Accommodating** ENFP personalities feel called to uplift others, and they may find themselves saying yes whenever anyone asks them for guidance or help. But unless they set boundaries, even the most energetic among them can become over committed.



### Reframed weakness

#### **Overly Accommodating**

I can sometimes overextend myself for the good of the team or to support others. I work best when there's trust that if I say "no" or de-prioritize collaborative work, it is because I don't have capacity vs. not having the desire to work together.

## How can you articulate your soft skills in the workplace?

### 1. Keep a list

- Use your organizer of choice to list your strengths and weaknesses
- Consider your personal and professional values and goals

### 2. Use AI-powered tools

- ChatGPT can help answer questions, provide language or explanations, and summarize and synthesize information

### 3. Create informed learning plans

- Use your list to prioritize growth areas
- Consider what skills are needed in roles or organizations you aspire to have or join

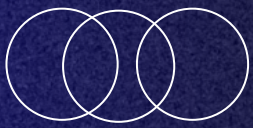
### 4. Keep current

- Choose one or two assessments to take regularly. Your answers should change as you grow and develop!



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## How can you articulate your soft skills in the workplace?

### In applications and cover letters:

- Map key words from job descriptions and postings to your own strengths
- Use the SBI method to succinctly connect your applicable strengths to their impact of work

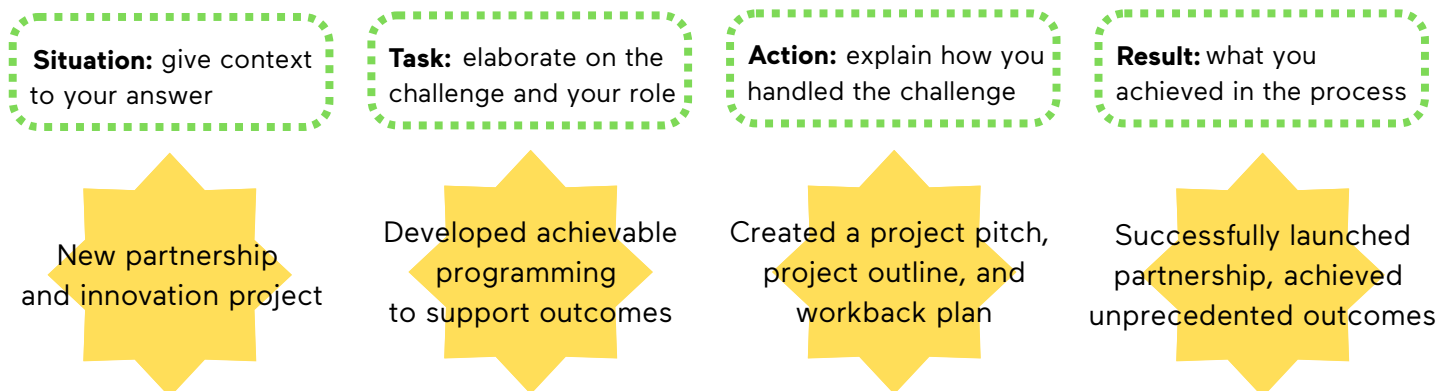


### In interview prep:

- Identify the employer's desired soft skills
- Map their desired skills to your skill set
- Talk about those soft skills using the STAR method



Add quantifiable outcomes to back up your statements.



### In performance reviews and salary negotiations

Keep a 'win list'! Throughout the year, keep a list of wins, accomplishments and proud moments. Each year, transfer the top 3 to an 'all-time win list'.

Keeping track of these accomplishments as they are top of mind can make advocating for yourself, your needs at work, and your performance much easier, faster, and more effective.

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## Resources: Popular skills assessments and personality tests:

TEST	USE IN CORPORATE SETTINGS	POPULAR FOR
<b><u>CliftonStrengths</u></b> Identifies an individual's top strengths and talents.	Personal development, team building, and leadership development.	Helping employees and teams focus on their strengths. Used to align roles with strengths for higher productivity and job satisfaction.
<b><u>Myers-Briggs Type Indicator</u></b> Personality preferences across four dimensions.	Leadership training, team building, and communication improvement.	Understanding communication preferences and personality types for team dynamic.
<b><u>DISC Assessment</u></b> Measures behaviour and communication styles based on four personality traits.	Interpersonal communication, conflict resolution, and leadership.	Enhancing teamwork and collaboration.
<b><u>Emotional Intelligence (EQ-1 2.0)</u></b> Assesses emotional intelligence (self-awareness, self-regulation, empathy, etc.).	Leadership development, hiring, and improving interpersonal skills.	Measuring and developing emotional intelligence, crucial for effective leadership and relationship management in the workplace.
<b><u>Situational Judgement Tests</u></b> Assesses decision-making and problem-solving in workplace situations.	Hirings (often for managerial or customer-facing roles).	Evaluating real-world situations, critical thinking, and soft skills like communication and problem-solving.

## Resources: Career Collective (continue charting your path with us!)



Navigate a rapidly changing workforce with us in your corner.

Leverage advancements in technology to your advantage in the **Career Collective**.



CANADA  
LEARNING  
CODE

Career  
Collective



learn more



Career development workshops



Subsidized certifications



Engaged members-based Slack community



1:1 Career coaching and office hours



AMAs with industry leaders