

Contents

Page 3 – Letter from Program Administrator ([OhioMeansJobs Readiness Seal Validation](#))

Page 4 – Overview of Program Criteria

Page 5 – Credential Application and Submission Instructions

Page 6 – Attendance Criteria ([OhioMeansJobs Readiness Seal Validation](#))

Page 7 – Business/Industry Tour

Page 8 – Established Employment and/or Community Service

Page 9 – [OhioMeansJobs Readiness Seal Validation](#)

Page 10 – Voluntary Drug Screen Requirement ([OhioMeansJobs Readiness Seal Validation](#))

Page 11 – Acknowledgement of Background Check for Employment

Page 12 – Acknowledgement of Need for Reliable Transportation

Page 13 - Valid Form of Identification and Proof of High School Diploma or GED

Page 14 – Job Fair and Mock Interview

Page 15 – OhioMeansJobs.com Set up, Walkthrough, and Requirements for Credential

Pages 16, 17 and 18 – Skills Assessment Requirements through OhioMeansJobs.com
([OhioMeansJobs Readiness Seal Validation](#))

Page 19 and 20 – Points of Contact for Participating Companies

Page 21 – Points of Contact for Each Local School District

Page 22 – [Mentor and Student Validation for OhioMeansJobs Readiness Seal](#)

Page 23 – Scholarship Information

Page 24 – Soft Skills at Google



August 2, 2021

Madison County Workforce Readiness Credential

Program Participant:

Employers in Madison County have partnered with local schools and the Community Improvement Corporation to create a program that will prepare you, as a high school senior, to enter the workforce. This program will give you the opportunity to earn a certificate that will guarantee an interview with a participating company.

Whether you enter the workforce upon completion of your senior year or plan to earn a degree or certification, it is important to know and understand the qualities that make a well-rounded and sought-after employee. Successful completion of this program will prove that you have the skills and abilities that all major Madison County employers are looking for. Local companies offer employees competitive wages, the opportunity for advancement with increased wages, and long-term benefit packages.

Individuals take many paths to achieve their career goals; some paths are straight like ladders, while other paths move both forward and lateral like a jungle gym. Taking advantage of this program will expose you to different careers and opportunities in Madison County and allow you to start down the career path that is best for you. Managers of companies participating in the program want to talk to you and encourage you to reach out to them to ask questions and schedule tours of their facilities; showing initiative is a very positive attribute that employers in all industries look for in a quality employee.

You will have to work and accomplish a number of things in order to earn a certificate of completion, but the certificate you earn will open up many opportunities for your future. If you have any questions about the program, please don't hesitate to reach out to me at 740-490-7547 or david@madisoncountyohio.org.

Sincerely,

A handwritten signature in black ink that reads "David Kell".

David Kell, Executive Director
Madison County Future Inc.

Added to the Madison County Workforce Readiness Credential:

Included in this packet are all requirements for students to earn the OhioMeansJobs-Readiness Seal. The OhioMeansJobs-Readiness Seal is a formal designation that students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need. Requirements are labeled and can be found in light blue throughout the packet. The OhioMeansJobs-Readiness Seal is independent from the Madison County Workforce Readiness Credential, but often share requirements. More information about the OhioMeansJobs-Readiness Seal can be found at:

education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal



Criteria for Obtaining the Madison County Workforce Readiness Credential

In order to receive your Madison County Workforce Readiness Credential, documentation of each of the following criteria will be submitted in a Madison County Future folder (available through your guidance office) to either your school point of contact (page 20) or directly to the program administrator:

Mr. David Kell, Executive Director
Madison County Future, Inc.
730 Keny Blvd.
London, OH 43140

1. Minimum attendance average of 97% during senior year of high school. (Excused absences will not count towards attendance average)
2. Documented organized tour of at least one Madison County business.
3. Documented 20 hours of community service **or** established employment while in high school.
4. Clean voluntary drug screen (within 3 months of date of graduation).
5. Ability to obtain a clean background check for employment.
6. Proof of reliable transportation.
7. Valid form of identification.
8. Attainment of High School diploma or GED.
9. Attend one job fair and one mock interview.

Complete the online assessments through OhioMeansJobs.com. Refer to pages 14 - 17 for instructions.

Business Math
Business Writing Skills
How to Read Better and Faster

Improve Soft Skills
Critical Thinking
Improving With Computers



Workforce Readiness Credential Application

Student Name: _____
First Middle Last

Address: _____
Number Street
_____ City ST ZIP

Home Phone: _____ Cell Phone: _____

Email: _____ Date of Application: _____

Student ID Number: _____

School District of Attendance: (please check)

- Jonathan Alder High School
- London High School
- West Jefferson High School
- Madison-Plains High School
- Tolles Career & Technical Center
- Shekinah Christian School

In order to earn the Madison County Workforce Readiness Credential, please complete the following pages of this packet and submit it to either your school point of contact (page 20) or directly to the program administrator:

Mr. David Kell, Executive Director
Madison County Future, Inc.
730 Keny Blvd.
London, OH 43140

Once your packet is received and reviewed, you will be eligible to receive the Madison County Workforce Readiness Credential. Upon receiving the credential, in the form of a certificate, you are considered a competent and qualified employee who is ready for employment in Madison County. The credential, if submitted with an application to a participating Madison County company, would guarantee you an interview with the participating company as long as a position is available. If there are no positions open at the time your resume and application with the credential are received, your information will be kept on file for first consideration when an appropriate position becomes available. You will need to reach out directly to a company point of contact in order to submit your credential with

Attendance Criteria (97% required)

Name: _____

Attendance criteria should be calculated 2 weeks prior to graduation date. Please work with attendance officer and point of contact to determine attendance average.

According to official records at your graduating high school, please list the:

- Number of days scheduled during your senior year of high school _____
- Number of days unexcused absent during your senior year of high school _____
- Number of days tardy during your senior year of high school _____
- Attendance percentage during your senior year of high school _____

Verified by your high school counselor or attendance officer.

(Name)

(Position)

(Date)

OhioMeansJobs Readiness Seal Validation (Attendance)

Required Professional Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Initial)	Mentor Comments
Reliability – Student has integrity and responsibility in professional settings.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Punctuality – The student arrives to commitments on time and ready to contribute.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		



Business/Industry Tour (1 required)

Name: _____

Please attach business cards (if available) from a business representative of the company you visited.

#1 Business/Industry tour: _____

Date of tour: _____

Verified by your tour guide, business representative or school chaperone:

(Name) (Position) (Date)

#2 Business/Industry tour: _____

Date of tour: _____

Verified by your tour guide, business representative or school chaperone:

(Name) (Position) (Date)

#3 Business/Industry tour: _____

Date of tour: _____

Verified by your tour guide, business representative or school chaperone:

(Name) (Position) (Date)



**Community Service or
Established Employment (20 hours required)**

Name: _____

Please list your community service hours:

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

 (Where you worked) (Duties Performed) (Date) (Hours) (Supervisor initials)

Total Hours

Please list your established employment:

 (Where you work/worked) (Duties you perform) (Dates of employment)

 (Average hours per week) (Supervisor's Signature)

 (Where you work/worked) (Duties you perform) (Dates of employment)

 (Average hours per week) (Supervisor's Signature)

OhioMeansJobs Readiness Seal Validation (Career)

Required Professional Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Initial)	Mentor Comments
Work Ethic – The student has effective work habits, personal accountability and a determination to succeed.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Professionalism – The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Discipline – The student abides by guidelines, demonstrates self-control and stays on task.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Teamwork/Collaboration – The student builds collaborative relationships with others and can work as a part of a team.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Learning Agility – The student desires to continuously learn new information and skills.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Critical Thinking/Problem Solving - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Leadership – The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		



Voluntary Drug Screen (within 3 months of graduation)

Name: _____

In order to submit a voluntary drug screen, contact your primary care physician to schedule a drug screen. Contact your insurance provider prior to your appointment to see if this procedure is a covered expense. Once the results are back from the lab to your physician, you must have the following statement signed by someone from your primary physician's office stating your screen is clear and free of substances. Please contact school point of contact or program administrator for locations and opportunities for low-cost drug screen.

_____ has voluntarily completed a drug screen
(Student's Name)

test and the results have indicated he/she is clear and free of any illegal substances.

(Name of Medical Office)

(Printed Name of Medical Professional)

(Signature of Medical Professional)

(Date)

Student OhioMeansJobs Readiness Seal Validation

Drug-Free Pledge

I _____ (Print First, Last Name) Pledge to be **Drug Free**. I pledge to be **responsible** and care for myself and others by speaking up and speaking out if help is needed. I pledge to be **smart** and think about the consequences of social situations peer pressures. I pledge to be **in control**, think ahead and do my best to avoid putting myself and others in compromising situations. I pledge to be a **leader**, because I understand that what I do has the power to influence those around me. I pledge to **engage** in my future and be a SuccessBound student by achieving the OhioMeansJobs Readiness Seal.



Background Check

As part of the requirements for obtaining this credential, you must be able to obtain a clean background check for employment. Minor traffic offenses are not considered major concerns on background checks. The main offenses that will cause concern would be criminal charges and drug convictions.

The background check will be completed once employment has been offered by a company. Usually a business/industry will initiate this process through the proper authorities.

I understand I will be subject to a criminal background check once I have been offered a position or whenever the company deems feasible prior to employment.

(Student Signature)

(Date)



Reliable Transportation

In order to obtain employment, you must be able to have reliable transportation to and from the place of employment. Reliable transportation could mean you have your own car and appropriate insurance or have alternative means (bicycle, friend, relative, etc.) of getting to the job every day and on time.

I, _____, have the following reliable means of
(Student Name)
transportation to get to my place of employment every day and on time.

(Check all that apply)

- My own car and appropriate insurance
- Bicycle
- My parents will be bringing me to work and picking me up
- A friend will be bringing me to work and picking me up
- A relative will be bringing me to work and picking me up
- I will be walking
- I will be utilizing the Madison County Ride program
- Other (please specify): _____

(Student Signature)

(Date)



Valid Form of Identification

Please insert as the next page of this packet a copy of at least one form of current identification*:

- Current valid driver's license
- Student identification card
- USA ID Systems Ohio Photo Identification Card
- Any government-issued identification form

* The goal is not to collect personal information; it is to have proof that you have a current valid form of identification.

Attainment of High School Diploma (or GED)

Please insert as the next page of this packet a copy of your final high school transcript or GED certificate.



Attend a Job Fair (1 Required)

There are many job fairs held throughout each calendar year. At least one job fair will be open to all high school seniors in Madison County; it will be held at Tolles Career and Technical Center in March or April of each year. Be sure to check the Tolles website at www.tollestech.com to see scheduled job fair dates. Questions regarding opportunities to attend a local or regional job fair can be directed to your local school district point of contact for the program or to the program administrator.

Job Fair #1: _____

Please attach flyer (if available) and a copy of a business card from the job fair you attended.

Date of Job Fair: _____

Verified by job fair representative:

(Name) (Date)

Job Fair #2 (optional): _____

Please attach flyer (if available) and a copy of a business card from the job fair you attended.

Date of Job Fair: _____

Verified by job fair representative:

(Name) (Date)

Participate in a Mock Interview (1 Required)

How you conduct yourself in a job interview can determine whether or not you get a job within your chosen career field. Perfecting your interviewing skills is very important and an individual should practice as much as they can. Many schools have mock interviews each year and many companies are willing to help with them. If your school does not offer a mock interview, please reach out to the program administrator and he can help you participate in a mock interview.

Verified by mock interview representative/coordinator:

(Name) (Date)

Instructions for OhioMeansJobs Account Setup and Skills Assessment Tests

1. Visit www.ohiomeansjobs.com and click on the “My Profile” button
2. **Create a username and password for your account**
3. Take the Guided Tour and register to create an account as a student, providing information for your profile
4. Once account is created, review information at your leisure

Find Tests and Assessments

1. Click on the “For Students” drop down menu and click on “**9th-12th Grades**”
2. Under **Plan for Your Future**, click “Start Now”
3. On the next page, scroll down to find “OMJ Core Assessment Tests”
4. You should be on <https://my.ohiomeansjobs.monster.com/assessments/home.aspx>
5. Click on “Visit Online Training Center” button and complete requirements under the “Skills Assessment” portion of this packet



Skills Assessments

Business Math
 Business Writing Skills
 How to Read Better and Faster

Improve Soft Skills
 Critical Thinking
 Improving With Computers

The above listed 6 areas will be completed by using the Ohio Means Jobs website at www.OhioMeansJobs.com. Below are the steps to access the website and areas to complete. You are to print assessment results and certificates as available for each section you complete. Unless otherwise noted, all answers within each section must be answered correctly; you are allowed to take tests multiple times in order to show you successfully answered all questions correctly within each required section. Attach your results to the back of this packet for submission.

Master Core Business Skills

Business Math: Solved
 General Math Skills Practice, Part 1 (Print Score Report) _____
 Practicing Your Math Skills: Measurements (Print Score Report) _____

Business Writing Skills (Under Master Core Business Skills)

Perfect Your Written Grammar Skills

Unit 1: Grammar Basics
 Lesson 1 Quiz Score Report _____
 Lesson 2 Quiz Score Report _____
 Lesson 3 Quiz Score Report _____
 Unit Quiz: Grammar Basics Score Report _____

Unit 2: Usage
 Lesson 1 Quiz Score Report _____
 Lesson 2 Quiz Score Report _____
 Lesson 3 Quiz Score Report _____

Unit Quiz: Usage Score Report _____

Unit 3: Punctuation & Capitalization
 Lesson 1 Quiz Score Report _____
 Lesson 2 Quiz Score Report _____
 Lesson 3 Quiz Score Report _____



Unit Quiz: Punctuation & Capitalization Score Rpt. _____

Unit 4: Writing Mechanics
 Lesson 1 Quiz Score Report _____
 Lesson 2 Quiz Score Report _____
 Lesson 3 Quiz Score Report _____
 Unit Quiz: Writing Mechanics Score Report _____
 Post-Test Score Report _____

Writing Documents for the Workplace

Unit 2: Business Letters
 Lesson 1 Quiz Score Report _____
 Lesson 2 Quiz Score Report _____
 Lesson 3 Quiz Score Report _____
 Unit Quiz: Writing Documents Score Report _____

Unit 3: Business Memos
 Unit Quiz: Business Memos Score Report _____

Unit 4: Business Email
 Unit Quiz: Business Email Score Report _____

Writing Diagnostic: Organization and Focus Score Report _____

Critical Thinking Skills Improvement (**Under Master Core Business Skills**)

Critical Thinking Skills Success in 20 Minutes a Day
 (Complete exercises and print out posttest with correctly
 answered questions) _____

Improve Your Computer Skills

Getting Started With Computers
 Computer Basics 1 Certificate of Completion _____

Improve Your Soft Skills

Email Etiquette (Tutorial Only) _____
 Time Management (Certificate of Completion) _____
 Workplace Etiquette (Certificate of Completion) _____
 Attitude and Teamwork (Certificate of Completion) _____

The student has successfully completed each area of the OhioMeansJobs website training sessions as outlined on the previous pages.

 (School Program Administrator Signature)

 (Date)

OhioMeansJobs Readiness Seal Validation (Skills Development)

Required Professional Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Initial)	Mentor Comments
<p>Creativity and Innovation – The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.</p>		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<p>Oral and Written Communication – The student articulates thoughts and ideas clearly and effectively in written and oral forms.</p>		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<p>Digital Technology – The student has an in-depth understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.</p>		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<p>Global/Intercultural Fluency – The student values, respects and learns from diverse groups of people</p>		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<p>Career Management – The student is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.</p>		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		



Points of Contact – Participating Companies

Ace Hardware Distribution Center

Tamra Chapman
Human Resources
10 Enterprise Parkway
West Jefferson, OH 43162
614-879-6400
Tchap1@acehardware.com

Armaly Brands

Lisa Tyree
Human Resources Manager
110 W. First Street
London, OH 43140
740-852-3621 ext. 115
Lisa.tyree@armalybrands.com

BST Co.

460 E. High St.
London, OH 43140
740-852-9700

GRA-MAG Truck Interior System

Colleen Uhrig
Human Resources Representative
470 East High Street
London, OH 43140
740-490-1009
colleen.uhrig@gramag.com

Honeywell Intelligrated

Diane Conner
Human Resources Generalist
350 E. High St.
London, OH 43140
740-490-0255
diane.conner@honeywell.com

Jefferson Industries Corp.

6670 Ohio 29
West Jefferson, OH 43162
614-879-4304
d_love@jic-ohio.com

Mahle Behr

Samantha Wilkins
Human Resources Manager
10500 Oday Harrison Road
Mt. Sterling, OH 43143
740-869-5024
samantha.wilkins@mahle.com



Madison Health

Katie Haughn
Employment Coordinator
210 N Main St
London, OH 43140
740-845-7300
khaughn@madison-health.com

M.H. Eby

4435 Ohio State Route 29
West Jefferson, OH 43162
614-879-6901

Nissen Chemitec America

Mike Buehrer
Assistant Manager of Human Resources
475 E. High Street
London, OH 43140
740-845-3585
mbuehrer@nissenchemitec.com

Restoration Hardware

100 Enterprise Pkwy.
West Jefferson, OH 43162
614-379-9000
Call center interviews are based on skill sets, experience, and review/approval of the CSC/HR leadership.

Stanley Electric U.S. Co.

Shelly McCoy
Human Resources Coordinator
420 E. High Street
London, OH 43140
740-852-5200 ext. 1230
smccoy@stanleyus.com

- **Individual companies may initially hire through a staffing agency in order to offer employment.**
- **Some businesses may have age requirements. Please contact the business point of contact for additional information.**



Points of Contact – School Districts

Jonathan Alder High School

Ann Davis
Counselor
9200 US HWY 42 S.
Plain City, OH 43064
614-873-4642
davisan@japioneers.org

London High School

Betsy Dennis
College and Career Readiness Coordinator
336 Elm Street
London, OH 43140
740-852-5705 ext. 1105
Betsy.dennis@london.k12.oh.us

West Jefferson

Please contact David Kell until contact is identified
david@madisoncountyohio.org

Madison-Plains High School

Please contact David Kell until contact is identified
david@madisoncountyohio.org

Shekinah Christian Schools

Linda Shetler
Teacher Guidance Counselor
10040 Lafayette Plain City Road
Plain City, OH 43064
614-873-3130
lshetler@shekinahchristian.org

Tolles Career & Technical Center

Steve Cawley, Internship Coordinator
7877 U.S. Hwy. 42 S.
Plain City, OH 43064
614-873-4666 ext. 4295
scawley@tollestechnology.com



OhioMeansJobs Readiness Seal (Mentor Validation)

Each mentor is to sign, initial, print and date below. In addition, each mentor must provide his or her position and school, company or organization name with at least one method of contact to verify the student demonstrated the professional skills detailed in this packet while under the mentor’s supervision. Initials must match those in the mentor sections throughout this packet for authentication

Mentor Signature	Initials	Print Name	Position and School, Organization or Company	Phone Number	Email	Date
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Mentor Signature	Initials	Print Name	Position and School, Organization or Company	Phone Number	Email	Date
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Mentor Signature	Initials	Print Name	Position and School, Organization or Company	Phone Number	Email	Date
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OhioMeansJobs Readiness Seal (Student Validation)

By signing below, I declare that the information provided in this packet is true, complete and accurate. I understand that any willful dishonesty and/or failure to provide complete, accurate information within form will be grounds to withdraw my submission and issuance of the OhioMeansJobs Readiness Seal. I acknowledge that a school representative may verify the information provided on this form by contacting one or more mentors listed above.

Student Signature: _____

Print Name: _____

School Name: _____

Email: _____

Date: _____



2021-2022 Madison County Workforce Readiness Credential Scholarship Application

Madison County Future, Inc. will award at least two \$500.00 scholarships to two graduating high school seniors that will be used during the 2021-2022 academic year. Applications will be due to your school contact or to David Kell by April 22, 2022.

Eligibility requirements:

- Must be currently attending high school at Madison-Plains, London, Jonathan Alder, West Jefferson, Shekinah Christian Schools or Tolles Career and Technical Center.
- Must be enrolled or plan to enroll in a certificate or degree-conferring institution for the 2020-2021 academic year.
- Must submit completed Madison County Workforce Readiness Credential packet to Academic Advisor/Counselor, including a maximum 500-word essay on how you will use the soft skills you developed to advance in your chosen career field.
- Applicant must show a record that they are on pace to meet the attendance requirement in the Madison County Workforce Readiness Credential.
- Must be employed or show intent to be employed by a company participating in the Madison County Workforce Readiness Credential.
- Application must be completed and submitted to the student’s academic advisor/counselor on or before April 20, 2020.
- Earn at least a 2.0 GPA for the semester/quarter the scholarship will be used.
- This is NOT a need-based scholarship nor is there an age requirement.

Recipients will be notified via their academic advisor/counselor by May 3, 2020. Awards will be presented during a scheduled scholarship awards ceremony of an awardee’s district. The recipient must use the funds during the 2019-2020 academic year or forfeit the funds. Recipient must provide proof of registration and the awards will be made payable to that institution. Contact David Kell at david@madisoncountyohio.org if you have any questions.

Full Name: _____

Last	First	M.I.
-------------	--------------	-------------

Address: _____

Street Address	Apt/#	
City	State	ZIP

Phone: _____

Email: _____

Have you completed and attached the Madison County Workforce Readiness Credential? Yes No

Name of High School: _____

Address: _____

<i>Street Address</i>	<i>Apt/#</i>	
<i>City</i>	<i>State</i>	<i>ZIP</i>

Name of College/University: _____

Address: _____

Street Address	Apt/#	
City	State	ZIP

Soft Skills at Google

Project Oxygen [data from founding in 1998 to 2013] shocked everyone by concluding that, among the eight most important of Google's top employees, STEM (Science, Technology, Engineering and Mathematics) expertise comes in dead last. The seven top characteristics of success at Google are soft skills. Some of the skills include:

1. Communicating and listening well
2. Possessing insights into others (including other's different values and points of view)
3. Having empathy toward and being supportive of one's colleagues
4. Being a good critical thinker and problem solver
5. Being able to make connections across complex ideas

Source: Valerie Strauss, "The surprising thing Google learned about its employees – and what it means for today's students" (Washington Post, 20 December 2017)

"Project Aristotle [2017] further supports the importance of soft skills even in high-tech environments. Project Aristotle analyzes data on incentive and productive teams. Google takes pride in its A-teams, assembled with top scientists, each with the most specialized knowledge and able to throw down one cutting-edge idea after another. It's data analysis revealed, however, that the company's most important and productive ideas come from B-teams comprised of employees that don't always have to be the smartest people in the room. Project Aristotle shows that the best teams at Google exhibit a range of soft skills: equality, generosity, curiosity toward the ideas of your teammates, empathy and emotional intelligence. And topping the list: emotional safety. No bullying."

Source: Valerie Strauss, "The surprising thing Google learned about its employees – and what it means for today's students" (Washington Post, 20 December 2017)