

APPENDIX 1

Right column: categories are explicitly mentioned in the papers under study.

Left column: The sub-soft skills of each category represent the respective category.

In the left column, coloured backgrounds represent the Robles' ten categories. The other soft skills wear a colour according to their section. For example, *on time* is in blue because it belongs to the category *work ethic*. Soft skills that have no coloured background and no coloured policy are those that are out of category.

Core skills			
1.	Communication	23	Communication 23
2.	Interpersonal skills	20	interpersonal skills 17
3.	Conflict solver	8	Teamwork 16
4.	Work ethic	17	Resourceful 13
5.	On time	9	Leadership 11
6.	Self-motivated	8	Work ethic 9
7.	Responsibility	16	On time 9
8.	Resourceful	13	Management 9
9.	Teamwork	16	Conflict solver 8
10.	Leadership	11	Self-motivated 8
11.	Management	9	Flexibility 8
12.	Flexibility	9	
13.	Positive attitude	8	

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Semi-peripheral skills			
12.		Responsibility	6
13.		Etiquette / follow rules	6
14.	Courtesy	7	Integrity
15.	Etiquette / follow rules	6	Planning resources
16.	Integrity	6	Teachable
17.	Planning resources	6	Positive attitude
18.	Teachable	5	Critical thinking skills
19.	Customer relationships	5	Customer relationships
20.	Intrapersonal skills	5	Intrapersonal skills
21.	Critical thinking skills	5	Persuasion and negotiation
22.	Persuasion and negotiation	5	Project management
23.	Project management	5	Initiative
24.	Professionalism	5	Hard working / persistence / determination
25.	Appearance	4	Courtesy
26.	Initiative	5	Gets along with others
27.	Hard working / persistence / determination	4	Confident
28.	Gets along with others	4	Appearance
29.	Confident	4	Self-supervising / self management
30.	Self-supervising / self management	4	Awareness of how business works
31.	Awareness of how business works	4	Organize
32.	Organize	4	Commercial awareness / sales
33.	Commercial awareness / sales	4	Sociability
34.	Sociability	4	Emotional intelligence
35.	Emotional intelligence	4	Empathetic
36.	Empathetic	3	Professionalism
37.	Speaking capability	3	Speaking capability
38.	Presenting	3	Presenting
39.	Common sense	3	Common sense
40.	Decision-making	3	Decision-making
41.	Coaching / teaching, training and instructing people	3	Coaching / teaching, training and instructing people
42.	Prioritise tasks	3	Prioritise tasks

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Peripheral skills		
43.	Written	2
44.	Listening	2
45.	Good attendance	2
46.	Efficiency	2
47.	Reliable	2
48.	Gets the job done / achievement and action	2
49.	Wants to do well	2
50.	Accepts new things	2
51.	Inquiring	2
52.	Enthusiastic	2
53.	Encouraging	2
54.	Personal energy	2
55.	Ability to measure	2
56.	Impact and influence	2
57.	Self-esteem	2
58.	Supervision	2
59.	Delegating	2
60.	Reading and comprehension	1
61.	Body language	1
62.	Nice	1
63.	Personable	1
64.	Sense of humor	1
65.	Friendly	1
66.	Nurturing	1
67.	Has self-control	1
68.	Patient	1
69.	Warmth	1
70.	Social skills	1
71.	Extroverted	1
72.	Willing to work	1
73.	Loyal	1
74.	Personal effectiveness	1
75.	Accountable	1
76.	Self-disciplined	1
77.	Conscientious	1
78.	Cooperative	1
79.	Agreeable	1
80.	Supportive	1
81.	Helpful	1
82.	Collaborative	1
83.	Adaptability	1
84.	Willing to change	1
85.	Lifelong learner	1
86.	Adjusts	1
87.	Personality development	1
88.	Demonstrating resilience	1
89.	Optimistic	1
90.	Happy	1
91.	Manners	1

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92.	Business etiquette	1
93.	Gracious	1
94.	Says please and thank you	1
95.	Respectful	1
96.	Honest	1
97.	Ethical	1
98.	High morals	1
99.	Has personal values	1
100.	Does what's right	1
101.	Businesslike	1
102.	Well-dressed	1
103.	Poised	1
104.	Caring about seeing the company succeed	1
105.	Ability to conceptualize	1
106.	Having a personal vision and goal	1
107.	Evaluating and monitoring one's own performance	1
108.	Working under pressure / stress tolerance	1
109.	Structured thinking	1
110.	Common knowledge	1
111.	Imagination	1
112.	Passion	1
113.	Cultural awareness	1
114.	Networking	1