Basic Skills

Academic:
1 Arithmetic—Adding, subtracting, dividing, or multiplying fractions and whole numbers.
2 Language—Comprehending and articulating words to communicate in one’s native tongue or a foreign language.
3 Mathematics—Solving problems that have unknowns by using algebra, geometry, or trigonometry.
4 Reading—Understanding the meaning of numerals and words formed by letters in written materials.
5 Science—Using systematic procedures to gather information and test hypotheses.

Communication:
6 Editing—(Revising, Deleting) Correcting written text by checking grammar, punctuation, and content.
7 Explaining—(Describing, Informing, or Briefing) Carefully and clearly telling people about things, so they easily understand you.
8 Listening—(Hearing, Paying Attention) Receiving, comprehending, and responding to audio signals, music, speech, or sign language.
9 Performing—(Entertaining) Conveying emotions, verbally or nonverbally, to an audience.
10 Public Speaking—(Addressing, Lecturing, Orating) Making informational or instructional presentations to an audience.
11 Questioning—(Interviewing or Inquiring) Asking appropriate questions to get useful information from others or to help others to discover ideas.
12 Writing—(Drafting, Reporting or Corresponding) Using proper grammar to make clear, meaningful sentences and paragraphs that can be easily understood by others.

Personal Competencies

Self-Management:
13 Accountable—Accepting responsibility for one’s actions and their effect on other individuals and organizations.
14 Dependable—Completing tasks, meeting deadlines, and conscientiously performing other duties as specified.
15 Efficient—Planning, organizing, and performing tasks accurately without wasting time or energy.
16 Flexible—Using different work skills to perform a variety of tasks or adopting new work skills to perform new or ongoing tasks.

Self-Initiative:
17 Determination—Persisting in one’s pursuit of excellence, competing with oneself and others to perform commendably.
18 Endurance—Performing physically tiring work such as bending, standing, or walking all day, without becoming exhausted.

19 Risk-Taking—Willing to participate in activities that are adventurous or exciting yet contain an element of risk or danger.

20 Strength—Lifting and/or carrying heavy objects continually or occasionally during the workday.

21 Tenacity—Commiting one’s efforts totally to the completion of a task over an extended period of time.

Interpersonal:

22 Negotiating—Solving problems by working out mutually beneficial agreements or contracts with others.

23 Serving—Attending to the needs of others as required or when requested.

24 Teaching—Introducing people to new ideas, information, concepts, and methods of investigating complex systems.

25 Teamwork—Working cooperatively with others to reach a common goal or goals.

26 Training—Explaining, describing, and demonstrating the procedures/techniques utilized to accomplish specific tasks.

27 Treating—Applying appropriate tests, procedures, and treatments to relieve physical or emotional pain and restore function.

28 Understanding—Recognizing and accepting the feelings of others even if unfamiliar to you in your personal experiences.

Leadership:

29 Advising—Providing individuals or groups with suggestions to help them solve problems or directing them to resources for needed services.

30 Asserting—Stating one’s opinions and ideas positively without fearing reprimand or criticism.

31 Confronting—Addressing negative issues or activities in the workplace to create a healthier and more productive atmosphere.

32 Directing—Leading the work activities of others by assigning duties, evaluating performance, and implementing policies to create a more productive and efficient workplace.

33 Initiating—Developing new, innovative ideas, relationships, or programs, and soliciting support for them.

34 Persuading—Convincing others of the benefits or advantages of your ideas and/or proposed activities.

Thinking Skills

Detail:

35 Budgeting—(Allocating Expenditures) Managing money by limiting expenditures within an income and assessing financial investments.

36 Estimating—(Forecasting or Predicting) Projecting the value, worth, extent, significance, nature, or cost of something.

37 Measuring—(Gauging) Finding the length, angle, volume, or weight of something by using the appropriate tool.

38 Planning—(Scheduling) Determining the order and time frame of activities or events toward a final goal.

39 Record Keeping—(Posting or Compiling) Keeping track of money, objects, or facts in ledgers or computer databases.

40 Sorting—(Filing or Cataloging) Arranging items in a logical sequence or order.
41 Verifying—*(Auditing or Proofreading)* Checking numbers or text for accuracy and consistency.

**Reasoning:**

42 Analyzing—*(Defining or Examining)* Breaking a problem or job into its components so that each component can be dealt with individually.

43 Decision Making—*(Deciding)* Choosing a course of action and being responsible for outcomes.

44 Evaluating—*(Appraising)* Using data, one’s experience or training, or established standards to judge people, things, or ideas.

45 Investigating—*(Researching or Studying)* Collecting information by observing events, making inquiries, or conducting experiments.

46 Problem Solving—Identifying a problem, devising a plan, and determining the action(s) to resolve the area of concern.

**Creative:**

47 Designing—*(Inventing)* Using original or modifying existing techniques to develop a project, structure, product, or artistic presentation.

48 Drawing—*(Sketching or Drafting)* Representing concepts, people, or things by hand or by using special equipment.

49 Imagining—*(Picturing or Envisioning)* Using mental scenarios of people, things, or ideas to help decide what to do or to better understand others.

50 Interpreting—*(Deciphering or Translating)* Converting text, symbols, hand gestures, or the spoken word into understandable terms or language.

51 Synthesizing—*(Reconstructing)* Combining facts or ideas in new ways to create new ideas.

52 Visualizing—*(Conceptualizing)* Forming a mental image based on a drawing, verbal description, or text.

**Organizational Competencies**

**Informational:**

53 Converting—*(Transforming)* Drawing charts or graphs by hand or using computer programs to illustrate or explain printed material.

54 Locating—*(Searching)* Using books, printed tables, card catalogs, or computer databases to locate information.

55 Manipulating—*(Storing or Retrieving)* Creating paper or computer files to maintain correspondence, invoices, and other business records.

56 Processing—*(Generating)* Combining information from several sources into a more complex document by merging databases.

**Systematic:**

57 Assembling—*(Fitting)* Putting parts together or joining components of devices or products.

58 Constructing—*(Building or Setting Up)* Assembling components to form a complete structure, product, or system.

59 Correcting—*(Adjusting)* Identifying and rectifying malfunctions of mechanical devices or systems that have an impact on operations or performance.
60 **Maintaining**—(*Repairing*) Lubricating, cleaning, and aligning or removing and replacing defective parts of machines, electronic devices, or instruments.

61 **Operating**—(*Driving, Controlling, or Piloting*) Guiding the functions of a machine, vehicle, or electronic device manually or via a computerized control panel.

62 **Troubleshooting**—(*Diagnosing*) Investigating and resolving atypical or complex problems.

**Situational:**

63 **Accepting Repetition**—Performing the same task repeatedly on a routine basis without becoming bored or frustrated.

64 **Acting with Precision**—Consistently performing duties meticulously and concisely.

65 **Attending to Diverse Details**—Accurately performing a variety of duties that require distinctly different skills on a regular basis.

66 **Coordination**—Smoothly, accurately, and simultaneously moving several parts of the body to perform physical activities.

67 **Dexterity**—Precisely using one’s hands and/or fingers to grasp or manipulate objects.

68 **Following Procedures**—Observing the formal and/or informal social policies and procedures of a specific workplace.

69 **Remaining Alert**—Staying attentive and reacting quickly to correct something regardless of the nature of the task.

70 **Working Under Pressure**—Performing one’s duties accurately and quickly in emergency situations or to meet deadlines.