

Skills Descriptors

SKILLS — BASIC SKILLS

Developed capacities that facilitate learning or the more rapid acquisition of knowledge

ACTIVE LEARNING — Understanding the implications of new information for both current and future problem-solving and decision-making.

ACTIVE LISTENING — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

CRITICAL THINKING — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

LEARNING STRATEGIES — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

MATHEMATICS — Using mathematics to solve problems.

MONITORING — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

READING COMPREHENSION — Understanding written sentences and paragraphs in work related documents.

SCIENCE — Using scientific rules and methods to solve problems.

SPEAKING — Talking to others to convey information effectively.

WRITING — Communicating effectively in writing as appropriate for the needs of the audience.

Skills Descriptors

SKILLS — SOCIAL SKILLS

Developed capacities used to work with people to achieve goals

COORDINATION — *Adjusting actions in relation to others' actions.*

INSTRUCTING — *Teaching others how to do something.*

NEGOTIATION — *Bringing others together and trying to reconcile differences.*

PERSUASION — *Persuading others to change their minds or behavior.*

SERVICE ORIENTATION — *Actively looking for ways to help people.*

SOCIAL PERCEPTIVENESS — *Being aware of others' reactions and understanding why they react as they do.*

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Skills Descriptors

SKILLS — TECHNICAL SKILLS

Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems

EQUIPMENT MAINTENANCE — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

EQUIPMENT SELECTION — Determining the kind of tools and equipment needed to do a job.

INSTALLATION — Installing equipment, machines, wiring, or programs to meet specifications.

OPERATION AND CONTROL — Controlling operations of equipment or systems.

OPERATION MONITORING — Watching gauges, dials, or other indicators to make sure a machine is working properly.

OPERATIONS ANALYSIS — Analyzing needs and product requirements to create a design.

PROGRAMMING — Writing computer programs for various purposes.

QUALITY CONTROL ANALYSIS — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

REPAIRING — Repairing machines or systems using the needed tools.

TECHNOLOGY DESIGN — Generating or adapting equipment and technology to serve user needs.

TROUBLESHOOTING — Determining causes of operating errors and deciding what to do about it.

Skills Descriptors

SKILLS — SYSTEMS SKILLS

Developed capacities used to understand, monitor, and improve socio-technical systems

JUDGMENT AND DECISION MAKING — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

SYSTEMS ANALYSIS — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

SYSTEMS EVALUATION — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Skills Descriptors

SKILLS — RESOURCE MANAGEMENT SKILLS

Developed capacities used to allocate resources efficiently

MANAGEMENT OF FINANCIAL RESOURCES — Determining how money will be spent to get the work done, and accounting for these expenditures.

MANAGEMENT OF MATERIAL RESOURCES — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

MANAGEMENT OF PERSONNEL RESOURCES — Motivating, developing, and directing people as they work, identifying the best people for the job.

TIME MANAGEMENT — Managing one's own time and the time of others.

Skills Descriptors

SKILLS — COMPLEX PROBLEM SOLVING SKILLS

Developed capacities used to solve novel, ill-defined problems in complex, real-world settings

COMPLEX PROBLEM SOLVING — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.