

SKILLS

Skills are acquired abilities; talents that are learned or developed through instruction or experience and, thus, can be improved and expanded over time.

- **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.
- **Complex Problem Solving**
 - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination**
 - Adjusting actions in relation to others' actions.
- **Critical Thinking**
 - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **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.
- **Instructing**
 - Teaching others how to do something.
- **Judgment and Decision Making**
 - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies**
 - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **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.
- **Mathematics**
 - Using mathematics to solve problems.
- **Monitoring**
 - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

- **Negotiation**
 - Bringing others together and trying to reconcile differences.
- **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.
- **Persuasion**
 - Persuading others to change their minds or behavior.
- **Programming**
 - Writing computer programs for various purposes.
- **Quality Control Analysis**
 - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Reading Comprehension**
 - Understanding written sentences and paragraphs in work related documents.
- **Repairing**
 - Repairing machines or systems using the needed tools.
- **Science**
 - Using scientific rules and methods to solve problems.
- **Service Orientation**
 - Actively looking for ways to help people.
- **Social Perceptiveness**
 - Being aware of others' reactions and understanding why they react as they do.
- **Speaking**
 - Talking to others to convey information effectively.
- **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.
- **Technology Design**
 - Generating or adapting equipment and technology to serve user needs.
- **Time Management**
 - Managing one's own time and the time of others. symptoms
- **Troubleshooting**
 - Determining causes of operating errors and deciding what to do about it.t
- **Writing**
 - Communicating effectively in writing as appropriate for the needs of the audience.