US Government O'Net Description of Skills

Basic Skills

☐ **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.

Social Skills

☐ **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.

O*NET OnLine has detailed descriptions of the world of work (click to the cited link for more information)

Complex Problem Solving Skills

☐ **Complex Problem Solving**

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

☐ **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 Monitoring**

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

☐ **Operation and Control**

Controlling operations of equipment or systems.

☐ **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.

System Skills

☐ **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.

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Resource Management Skills

☐ **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.

Desktop Computer Skills

Note: *These skills are not linked to occupations. They can be used in your profile and may be useful for writing a resume. They are not used in other parts of the Skills Profiler.*

☐ **Spreadsheets**

Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

☐ **Presentations**

Using a computer application to create, manipulate, edit, and show virtual slide presentations.

☐ **Internet**

Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).

☐ **Navigation**

Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

☐ **Word Processing**

Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

☐ **Graphics**

Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

☐ **Databases**

Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

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