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.

http://www.careerinfonet.org/skills/skills_list.aspx

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.
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.