

The essential skill sheets are lists of the most commonly encountered qualities and skills typically necessary to be successful in a particular program or area of interest. The information contained in an essential skills sheet is not all-inclusive and is intended to be used as a guide only. Individual programs may have specific requirements or technical standards that must be met.

**Physical**

- |  |                       |
|--|-----------------------|
| See objects 20 inches to more than 20 feet away        | Reach above shoulders |
| Distinguish colors and changes in its variation        | Reach below waist     |
| Hear activities/commands given within 20 feet          | Use peripheral vision |
| Feel differences in surface characteristics            | Write with pen/pencil |
| Push, pull, lift and/or support a minimum of 25 pounds | Key/Type              |
| Pinch, grasp, squeeze, and manipulate objects          | Twist                 |
| Maintain safety of self and others                     | Move quickly          |
| Maintain physical endurance                            | Bend                  |
| Sit for long periods of time                           | Climb                 |
| Stand/walk for long periods of time                    | Feel vibrations       |
| Sustain repetitive movements                           | Walk quickly          |
| Walk without assistance                                |                       |
| Hand-eye coordination                                  |                       |
| Work in cool environments                              |                       |
| Detect odors (faint, strong, noxious)                  |                       |
| Maintain balance (sit, stand, squat)                   |                       |
| Move within confined spaces                            |                       |

**Cognitive**

- |   |                     |
|---|---------------------|
| Cope with unexpected situations and emotions                | Adaptability        |
| Apply knowledge from one situation to another               | Problem solve       |
| Organize tasks to meet deadlines (hourly, daily, long-term) | Tell time           |
| Perform multiple responsibilities concurrently              | Measure time        |
| Anticipate when something is likely to go wrong             | Calculate decimals  |
| Provide emotional support to others                         | Calculate fractions |
| Negotiate interpersonal conflict                            |                     |
| Combine knowledge and skills                                |                     |
| Complete forms accurately                                   |                     |
| Enter data into lists, tables, schedules (typed)            |                     |
| Evaluate information  |                     |
| Count whole numbers   |                     |
| Read lists, tables, schedules                               |                     |
| Accurately recall information                               |                     |
| Process information   |                     |
| Sequence outcomes   |                     |
| Focus attention on task                                     |                     |
| Interpret information                                       |                     |

**Communication**

- Read, write, speak, and comprehend English effectively
- Verbalize clear and appropriate information to others
- Communicate using a telephone
- Communicate in a professional/tactful manner
- Collaborate with others
- Present supporting facts/recommendations
- Direct activities of others
- Communicate quickly, effectively, and efficiently
- Record written information
- Explain procedures
- Influence others
- Give directions

**Behavioral**

- Respect social, cultural, and spiritual diversity
  - Perform accurately and quickly even under stressful conditions
  - Cooperate with others individually or in a team setting
  - Establish rapport with others
  - Maintain professional boundaries
  - Maintain professional appearance
  - Display kindness and concern for others
  - Exercise accountability
  - Maintain confidentiality
  - Maintain safe/clean environment for others
  - Promote physical and emotional well-being of others
  - Work carefully while maintaining efficiency and organization
  - Exhibit patience
  - Exhibit compassion
  - Positive attitude
  - Exhibit honesty and fairness
  - Accept cognitive criticism
  - Dependability
  - Respect individual values/opinions without showing bias or preference
- Exercise good judgement
  - Exercise independent judgement
  - Exercise accountability

**Other**

Cleared background investigation/drug screen (see program for specifics)

See program or desired area of employment for specifics - Prerequisites

See program or desired area of employment for specifics - Immunizations

See program or desired area of employment for specifics - Piercings

See program or desired area of employment for specifics - Tattoos

See program or desired area of employment for specifics - Physical Requirements

May be on call or work nights, weekends, and holidays