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
- Draw, sketch or form common shapes, forms and figures
- Hand-eye coordination
- Key/Type
- Lift a minimum of 20 pounds
- Maintain balance (sit, stand, squat)
- Pinch, grasp, squeeze, and manipulate objects
- Sit for long periods of time
- Sustain repetitive movements
- Write with pen/pencil
- Arm-hand coordination
- Arm-hand steadiness

### Cognitive
- Follow and retain written instructions (multi-step)
- Anticipate when something is likely to go wrong
- Apply knowledge from one situation to another
- Use a computer (database, spreadsheet, word processing)
- Calculate averages, decimals, fractions, money, percent
- Calculate using calculator, computer, pen/paper
- Differentiate between objects of similar shape/color
- Evaluate information/outcomes/complexity of jobs
- Enter data into lists, tables, schedules (typed/written)
- Organize tasks to meet deadlines (hourly, daily, long-term)
- Perform multiple responsibilities concurrently
- Edit written content (context, grammar, spelling, punctuation)
- Read/write reports and other information and ideas
- Use a computer (word processing)
- Follow and retain oral instruction (multi-step)
- Follow and retain visual model or demonstrated instructions
- Convert between fractions and decimals or percentages
- Create tables, schedules or other table-like text
- Decide course of action
- Follow directions (written/verbal)
- Determine when assistance is needed
- Detail oriented
- Compare whole numbers
- Use a computer (email/internet)
- Problem solve
- Use a computer (financial software)
- Make estimations
- Interpret/process information
- Categorize information
- Combine knowledge and skills
- Sequence outcomes
- Focus attention on task
- Work accurately
- Construct/draw graphs or charts
- Accurately recall information
- Read lists, tables, schedules
Communication
Collaborate with others
Communicate in a professional/tactful manner
Communicate using a telephone
Discuss ongoing projects/work
Explain/express ideas and opinions
Give directions
Present supporting facts/recommendations
Provide guidance
Read, write, speak, and comprehend English effectively
Record written information
Verbalize clear and appropriate information to others

Behavioral
Accept cognitive criticism
Adapt to changing situations
Complete responsibilities in a timely manner
Cooperate with others individually or in a team setting
Dependability
Establish rapport with others
Exercise ethical judgment
Exercise accountability
Exercise good judgment
Exercise independent judgment
Exercise integrity
Exhibit social skills appropriate to professional interactions
Interact with diverse groups of individuals (cultures, ages, backgrounds)
Maintain professional appearance
Positive attitude
Other
See program or desired area of employment for specifics - Prerequisites
See program or desired area of employment for specifics - Certifications/Licenses