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
- Arm-hand coordination
- Bend
- Depth perception
- Climb
- Detect difference in the pitch/sound
- Detect difference in visual details
- Distinguish colors and changes in its variation
- Draw, sketch or form common shapes, forms and figures
- Hear activities/commands given within 20 feet
- Hand-eye coordination
- See objects 20 inches to more than 20 feet away
- Hear faint, normal, and distant sounds
- Lift a minimum of 35 pounds
- Maintain balance (sit, stand, squat)
- Maneuver under and around objects
- Pinch, grasp, squeeze, and manipulate objects
- Reach above shoulders

<table>
<thead>
<tr>
<th>Key/Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit for long periods of time</td>
</tr>
<tr>
<td>Stand/walk for long periods of time</td>
</tr>
<tr>
<td>Stoop</td>
</tr>
<tr>
<td>Sustain repetitive movements</td>
</tr>
</tbody>
</table>

### Cognitive
- Accurately recall information
- Adaptability
- Anticipate when something is likely to go wrong
- Apply knowledge from one situation to another
- Calculate averages
- Calculate decimals
- Calculate fractions
- Calculate percent
- Obtain information from sketches, pictures or icons
- Organize tasks to meet deadlines (hourly, daily, long-term)
- Continuously expand professional knowledge
- Convert between fractions and decimals or percentages
- Follow written information, charts, drawings
- Differentiate between objects of similar color
- Differentiate between objects of similar shape
- Differentiate between objects of similar size
- Differentiate between objects of similar spatial relationship
- Evaluate the complexity of jobs

<table>
<thead>
<tr>
<th>Creative</th>
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<tbody>
<tr>
<td>Identify symbols and icons</td>
</tr>
<tr>
<td>Make estimations</td>
</tr>
<tr>
<td>Measure angles</td>
</tr>
<tr>
<td>Measure distance or dimension</td>
</tr>
<tr>
<td>Combine knowledge and skills</td>
</tr>
<tr>
<td>Construct/draw graphs or charts</td>
</tr>
<tr>
<td>Problem solve</td>
</tr>
<tr>
<td>Use a computer (graphic)</td>
</tr>
<tr>
<td>Use a computer (email)</td>
</tr>
<tr>
<td>Use a computer (internet)</td>
</tr>
</tbody>
</table>
Communication Media

(Audio Production/Journalism/Media Writing/Radio Production/Television and Video Production/Video Editing and Effects Production)

**Communication**
- Collaborate with others
- Communicate in a professional/tactful manner
- Communicate using a telephone
- Influence others
- Discuss ongoing projects/work
- Explain/express ideas and opinions
- Give directions
- Negotiation skills
- Read, write, speak, and comprehend English effectively
- Record written information
- Verbalize clear and appropriate information to others

**Behavioral**
- Adapt to changing situations
- Complete responsibilities in a timely manner
- Cooperate with others individually or in a team setting
- Deal with difficult individuals
- Dependability
- Establish rapport with others
- Exercise good judgment
- Exercise independent judgment
- Respect individual values/opinions without showing bias or preference
- Self-motivation and initiative
- Work independently with limited supervision
## Essential Skills

### Communication Media

(Audio Production/Journalism/Media Writing/Radio Production/Television and Video Production/Video Editing and Effects Production)

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>See program or desired area of employment for specifics - Prerequisites</td>
</tr>
</tbody>
</table>