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**

- Bend
- Climb
- Detect difference in the pitch/sound
- Detect difference in visual details
- Detect odors (faint, strong, noxious)
- Detect temperature variations
- Distinguish colors and changes in its variation
- Draw, sketch or form common shapes, forms and figures
- Hand-eye coordination
- Hear faint, normal, and distant sounds
- Lift a minimum of 50 pounds (unassisted)
- Maintain safety of self and others
- Maneuver under and around objects
- See objects 20 inches to more than 20 feet away
- Pinch, grasp, squeeze, and manipulate objects
- Reach above shoulders
- Vision of 20/20 with or without corrective lenses
- Move quickly
- Stand/walk for long periods of time
- Stoop
- Sustain repetitive movements
- Twist
- Use peripheral vision
- Write with pen/pencil
- Key/Type
- Reach below waist
- Sit for long periods of time
- Maintain balance (sit, stand, squat)
- Squat for long periods

**Cognitive**

- Cope with unexpected situations and emotions
- Apply knowledge from one situation to another
- Calculate whole numbers
- Perform multiple responsibilities concurrently
- Anticipate when something is likely to go wrong
- Provide emotional support to others
- Negotiate interpersonal conflict
- Combine knowledge and skills
- Complete forms accurately
- Enter data into lists, tables, schedules (typed)
- Evaluate information
- Compose written notes/instructions (technical/multi-step)
- Read lists, tables, schedules
- Accurately recall information
- Use a computer (database, spreadsheet, word processing)
- Sequence outcomes
- Cope with unexpected situations and emotions
- Identify behaviors that negatively impact safety
- Adaptability
- Problem solve
- Tell time
- Measure time
- Determine when assistance is needed
- Identify appropriate solutions
- Interpret information
- Not easily distracted
- Perceive nonverbal communication
- Detail oriented
- Recognize a problem exists
- Use reference/technical materials
- Count whole numbers
- Categorize information
- Evaluate outcomes
- Work accurately
- Process information
- Focus attention on task
## Essential Skills
### Education
(Early Childhood Education)

### Communication
- Collaborate with others
- Communicate in a professional/tactful manner
- Communicate quickly, effectively, and efficiently
- Communicate using a telephone
- Communicate using a two-way radio
- Direct activities of others
- Explain procedures
- Explain/express ideas and opinions
- Give directions
- Influence others
- Provide guidance
- Record written information
- Verbalize clear and appropriate information to others
- Present supporting facts/recommendations

### Behavioral
- Work independently with limited supervision
- Respect social, cultural, and spiritual diversity
- Complete responsibilities in a timely manner
- Cooperate with others individually or in a team setting
- Deal with difficult individuals
- Deal with difficult situations
- Perform accurately and quickly even under stressful conditions
- Display kindness and concern for others
- Promote physical and emotional well-being of others
- Exercise accountability
- Exhibit social skills appropriate to professional interactions
- Exercise independent judgment
- Exhibit honesty and fairness
- Work carefully while maintaining efficiency and organization
- Interact with diverse groups of individuals (cultures, ages, backgrounds)
- Remain calm, rational, decisive, and in control during emergency situations
- Maintain general good health and self-care
- Maintain safe/clean environment for others
- Respect individual values/opinions without showing bias or preference
- Observant
- Respect social, cultural, and spiritual diversity
- Complete responsibilities in a timely manner
- Cooperate with others individually or in a team setting
- Deal with difficult individuals
- Deal with difficult situations
- Perform accurately and quickly even under stressful conditions
- Display kindness and concern for others
- Promote physical and emotional well-being of others
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- Respect individual values/opinions without showing bias or preference

- Dependability
- Positive attitude
- Enthusiastic
- React quickly (mentally and physically)
- Lead others
- Adapt to changing situations
- Sense of humor
- Nurturing
- Accept cognitive criticism
- Exercise ethical judgement
- Maintain professional appearance
- Exhibit patience
- Exhibit compassion
- Exercise integrity
- Outgoing
- Maintain confidentiality
- Exercise good judgment
- Establish rapport with others
**Other**

Cleared background investigation/drug screen (see program for specifics)
See program or desired area of employment for specifics - Certifications/Licenses
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
See program or desired area of employment for specifics - Prerequisites