

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

Essential Skills Business

(Accounting/Administrative Assistant/Medical Administrative Assistant)

Other

See program or desired area of employment for specifics - Prerequisites

See program or desired area of employment for specifics - Certifications/Licenses