

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 | Write with pen/pencil |
| Distinguish colors and changes in its variation | Key/Type |
| Feel differences in surface characteristics | Twist |
| Detect odors (faint, strong, noxious) | Bend |
| Maintain balance (sit, stand, squat) | Climb |
| Pinch, grasp, squeeze, and manipulate objects | Move quickly |
| Push, pull, lift, and/or support up to 125 pounds | Sit for long periods of time |
| Maintain safety of self and others | Feel vibrations |
| Maintain physical endurance | Use peripheral vision |
| Sustain repetitive movements | |
| Move within confined spaces | |
| Stand/walk for long periods of time | |
| Reach above shoulders | |
| Reach below waist | |
| Sit for long periods of time | |
| Push, pull, lift and/or support a minimum of 25 pounds | |
| Push, pull, lift, and/or support up to 125 pounds | |

Cognitive

- | | |
|---|------------------------|
| Provide emotional support to others | Count whole numbers |
| Cope with unexpected situations and emotions | Measure weight or mass |
| Perform multiple responsibilities concurrently | Measure temperature |
| Apply knowledge from one situation to another | Measure liquid volume |
| Accurately recall information | Measure time |
| Combine knowledge and skills | |
| Negotiate interpersonal conflict | |
| Focus attention on task | |
| Adaptability | |
| Process information | |
| Evaluate outcomes | |
| Problem solve | |
| Evaluate the complexity of jobs | |
| Organize tasks to meet deadlines (hourly, daily, long-term) | |
| Sequence outcomes | |
| Focus attention on task | |
| Tell time | |
| Take measurements using specialized equipment | |

Communication

Read, write, speak, and comprehend English effectively
Verbalize clear and appropriate information to others
Influence others
Direct activities of others
Explain procedures
Communicate in a professional/tactful manner
Communicate using a telephone
Communicate using a two-way radio
Communicate in a professional/tactful manner
Record written information

Behavioral

Exhibit honesty and fairness
Establish rapport with others
Promote physical and emotional well-being of others
Exhibit patience
Maintain professional boundaries
Maintain professional appearance
Respect social, cultural, and spiritual diversity
Exhibit compassion
Work carefully while maintaining efficiency and organization
Respect individual values/opinions without showing bias or preference

Other

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

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

See program or desired area of employment for specifics - Piercings

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 - Prerequisites