# O*NET OnLine

# Skills Search

Select **skills** from one or more of the six skill groups below. Start by selecting as many skills as you have or plan to acquire. (See Skills Search for more details.)

Basic Skills | Complex Problem Solving Skills | Resource Management Skills | Social Skills | Systems Skills | Technical Skills

## Basic Skills

> Developed capacities that facilitate learning or the more rapid acquisition of knowledge

☑ **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

☑ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

☑ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

☑ **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

☑ **Mathematics** — Using mathematics to solve problems.

☑ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

☑ **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

☑ **Science** — Using scientific rules and methods to solve problems.

☑ **Speaking** — Talking to others to convey information effectively.

☑ **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

## Complex Problem Solving Skills

> Developed capacities used to solve novel, ill-defined problems in complex, real-world settings

☑ **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## Resource Management Skills

> Developed capacities used to allocate resources efficiently

☑ **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.

☐ **Management of Material Resources** — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

☑ **Management of Personnel Resources** — Motivating, developing, and directing people as they work,

identifying the best people for the job.

☑ **Time Management** — Managing one's own time and the time of others.

## Social Skills

Developed capacities used to work with people to achieve goals

☑ **Coordination** — Adjusting actions in relation to others' actions.

☑ **Instructing** — Teaching others how to do something.

☑ **Negotiation** — Bringing others together and trying to reconcile differences.

☑ **Persuasion** — Persuading others to change their minds or behavior.

☑ **Service Orientation** — Actively looking for ways to help people.

☑ **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

## Systems Skills

Developed capacities used to understand, monitor, and improve socio-technical systems

☑ **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

☑ **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

☑ **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

## Technical Skills

Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems

☐ **Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

☐ **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.

☐ **Installation** — Installing equipment, machines, wiring, or programs to meet specifications.

☐ **Operation and Control** — Controlling operations of equipment or systems.

☐ **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

☑ **Operations Analysis** — Analyzing needs and product requirements to create a design.

☐ **Programming** — Writing computer programs for various purposes.

☐ **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

☐ **Repairing** — Repairing machines or systems using the needed tools.

☐ **Technology Design** — Generating or adapting equipment and technology to serve user needs.

☐ **Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

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