



Imagine that you find yourself in a room full of strangers. As you walk around the room, you notice that people have put themselves into six groups. They're all talking about their work. You're asked to join one of the groups and contribute to the conversation. Which group would you most likely join first? Which one would you join second? Which one would be third? (Place a 1, 2 or 3 next to your selections).

| | |
|-------------------------|---|
| <i>Group 1</i> | Participants are talking about being physically active, working with their hands, and about the machines and tools they use; about plants, animals and working outdoors; and about making and fixing things. |
| <i>Group 2</i> | Participants are talking about research, mathematics, science, investigating things, using logic and intuition, solving problems, serious thinking, developing new theories and products, and other intellectual activities. |
| <i>Group 3</i> | Participants are talking about creating, composing and performing, art, dance, literature, music, form, color, sound, patterns, using the imagination and about things that are pleasing to the eye or ear. |
| <i>Group 4</i> | Participants are talking about helping and serving people, poverty, hunger, racism, sexism, welfare, hunger, crime rates, street people, literacy, health care, teaching, charity, unemployment rates, spiritual needs and other social issues. |
| <i>Group 5</i> | Participants are talking about buying and selling, profit-and-loss statements, stocks and bonds, finances, real estate, the Wall Street Journal, advertising, marketing, interest rates, politics, power structures and the global economy. |
| <i>Group 6</i> | Participants are talking about management information and data systems, numbers, policies and procedures, rules and regulations, record-keeping, organizational procedures and keeping things running smoothly. |

What did you learn about yourself from this exercise that can move you closer to your destination?



Skills and Abilities

Self-management skills checklist

- Academic
- Accurate
- Active
- Achievement-oriented
- Adaptable
- Adept
- Adventurous
- Aggressive
- Alert
- Ambitious
- Analytical
- Appreciative
- Articulate
- Artistic
- Assertive
- Astute
- Attentive
- Authentic
- Aware
- Bold
- Broadminded
- Businesslike
- Calm
- Candid
- Capable
- Careful
- Cautious
- Cheerful
- Clear-thinking
- Clever
- Composed
- Competent
- Competitive
- Communicative
- Concerned
- Confident
- Conforming
- Conscientious
- Conservative
- Considerate
- Consistent
- Constructive
- Conventional
- Cool
- Cooperative
- Courageous
- Creative
- Critical
- Curious
- Daring
- Decisive
- Dedicated
- Deliberate
- Democratic
- Dependable
- Detailed
- Determined
- Dignified
- Diligent
- Diplomatic
- Disciplined
- Dominant
- Discreet
- Discriminating
- Driving
- Dynamic
- Eager
- Easy going
- Economical
- Eccentric
- Effective
- Efficient
- Emphatic
- Energetic
- Enterprising
- Enthusiastic
- Exacting
- Exceptional
- Experienced
- Expert
- Expressive
- Extravagant
- Exhibitionistic
- Fair minded
- Farsighted
- Firm
- Flexible
- Focused
- Forgiving
- Formal
- Frank
- Friendly
- Gentle
- Generous
- Gets-along
- Good-natured
- Gracious
- Hard-worker
- Helpful
- High energy
- Honest
- Humanistic
- Humorous
- Idealistic
- Imaginative
- Impulsive
- Independent
- Industrious
- Informal
- Ingenious
- Innovative
- Inquisitive
- Insightful
- Inspiring
- Integrity
- Intellectual
- Intelligent
- Intuitive
- Inventive
- Kind
- Knowledgeable
- Leader
- Learn quickly
- Light hearted
- Likable
- Logical
- Loyal
- Mature
- Meets deadlines
- Methodical
- Meticulous
- Mild-mannered
- Moderate
- Modest
- Motivated
- Natural
- Neat
- Negotiator
- Objective
- Obliging
- Open-minded
- Opportunistic
- Optimistic
- Orderly
- Organized
- Original
- Outgoing
- Outstanding
- Painstaking
- Patient
- Peaceable
- Penetrating
- Perceptive
- Perfectionist
- Persevering
- Persistent
- Philosophical
- Pioneering
- Planner
- Pleasant
- Posed
- Polite
- Positive
- Practical
- Precise
- Pride
- Problem solver
- Productive
- Proud
- Prudent
- Punctual
- Purposeful
- Quick
- Quiet
- Rational
- Realistic
- Reasonable
- Reflective
- Relaxed
- Reliable
- Reserved
- Responsive
- Resourceful
- Respectable
- Responsible
- Risk Taking
- Robust
- Sense of Humor
- Sensible
- Sensitive
- Sentimental
- Serious
- Sharp-witted
- Shrewd
- Sincere
- Sociable
- Sophisticated
- Spontaneous
- Spunky
- Stable
- Steady
- Strong
- Successful
- Supportive
- Sympathetic
- Tactful
- Take initiative
- Teachable
- Team worker
- Tenacious
- Think Quickly
- Thoughtful
- Thorough
- Thrifty
- Tidy
- Tolerant
- Tough
- Trusting
- Trustworthy
- Unassuming
- Uncommon
- Understanding
- Unexcitable
- Uninhibited
- Unique
- Unusual
- Verbal
- Versatile
- Vigorous
- Visionary
- Warm
- Well-organized
- Wholesome
- Willing to learn
- Wise
- Witty



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|---------------------------------|--|
| Example 1. Dependable | I have received two monthly awards for perfect attendance. |
| 1. _____ | |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |



Getting information needed to do the job

- Collect information about laws or regulations
- Diagnose diseases/disorders
- Evaluate quality of products or materials
- Evaluate student work
- Examine/evaluate financial records
- Investigate data to solve problems
- Research business problems
- Research life sciences
- Research mathematics
- Research physical science
- Research social science
- Survey and measure land

Inspecting equipment, products or materials

- Inspect machines
- Inspect materials to check standards
- Inspect products and materials
- Inspect tools and equipment
- Inspect vehicles

Processing information

- Check meters and gauges
- Compute and total charges
- Operate word processors
- Prepare electronic data files
- Prepare orders for supplies
- Process data on computers
- Process numbers and figures
- Process sales/purchasing information
- Transmit information electronically

Reviewing or analyzing data or information

- Analyze and test engineering plans
- Analyze/interpret life science data
- Analyze/interpret mathematics data
- Analyze/interpret physical-science data
- Analyze/interpret physical problems
- Proofreading data for accuracy
- Review and evaluate data reports
- Review and evaluate educational materials
- Review and evaluate personnel records
- Review and evaluate real estate value and records

Thinking and working creatively

- Create design concepts for machines and equipment
- Create design concepts for products and processes
- Create design concepts for structures and facilities
- Create engineering concepts
- Create fashion and style designs
- Create photographic and motion picture images
- Create/interpret musical ideas
- Create/portray dramatic and dance roles
- Design and arrange objects
- Prepare educational reports
- Produce designs of ideas or letters
- Sketch original designs for materials/products
- Write and report on news events
- Writing ideas

Developing objectives/strategies

- Formulate program policy and goals
- Plan education/training programs
- Plan health care treatments
- Plan land and water surveys
- Plan project activities



Skills and Abilities

Transferable-skills checklist

Following written or spoken instructions

- Follow construction blueprints/plans
- Follow equipment/machine operating instructions
- Follow manufacturing blueprints/diagrams
- Follow navigation instructions
- Follow plant operating regulations
- Follow spoken instructions
- Follow travel directions
- Follow written assembly work orders
- Follow written construction work orders
- Follow written machining work orders
- Follow written production guidelines
- Follow written repair work orders

Growing and harvesting plants and animals

- Grow and harvest plants
- Raise or capture fish or animals

Handling and moving objects

- Adjust controls on machines
- Clean objects and buildings
- Powder coat or paint objects
- File documents
- Fill and pack containers
- Fit and join small parts
- Handle and/or test chemicals
- Handle and/or test nuclear substance
- Load and unload materials
- Measure ingredients for recipes
- Move earth and rocks
- Move gases and liquids
- Move material by hand or machine
- Prepare food for customers

- Print material
- Process and deliver mail
- Receive and store stock
- Saw materials
- Sew materials
- Smooth soft surfaces
- Sort paper materials
- Sort products and materials
- Weigh and mark products

Controlling machines and processes

- Assemble equipment and products
- Bore holes with cutting tools
- Cut and slice with machines
- Dry, mix and separate materials
- Grind or cut with abrasives
- Heat and press metals and plastics
- Mill, turn and plane materials
- Operate audio-visual equipment
- Operate computer numerically controlled (CNC) machines
- Operate extruding production machines
- Operate laboratory testing equipment
- Operate metal or plastic working-production machines
- Operate office machines
- Operate power, gas or chemical plant systems
- Operate printing machines
- Operate textile-production machines
- Operate woodworking-production machines
- Set up equipment
- Set up machines
- Shape parts by machine
- Use welding and soldering machines and equipment
- Wind and coil materials



Operate vehicles and mechanized devices or equipment

- Drive emergency vehicles
- Drive vehicles of less than three tons
- Navigate ships or aircraft to transport people or freight
- Operate agricultural machinery
- Operate earth-moving or drilling equipment
- Operate material-moving or paving equipment
- Operate trains, buses or trucks to transport people or freight

Interacting with computers and other electronic equipment

- Develop and use computerized medical records
- Operate communications equipment
- Operate computer aided design (CAD) systems
- Operate computerized diagnostic equipment in mechanics
- Operate computers to create engineering designs
- Operate computers to lay out designs and colors
- Operate computers to record and analyze engineering data
- Operate computers to record and analyze life science data
- Operate computers to record and analyze physical-science data
- Operate computers to record and analyze social-science data
- Operate medical diagnostic equipment
- Operate radar equipment
- Use electrical/electronic testing instruments

Drafting, laying out, or designing equipment, parts, or devices

- Design machinery, equipment and products
- Design structures and land use
- Draft drawings for buildings and equipment
- Draw diagrams, charts and maps
- Design with CAD software
- Lay out diagrams on materials

Building and repairing fixed structures and objects

- Construct with wood, brick, stone and mortar
- Make large fixed structures and objects
- Repair large fixed structures and objects

Repairing mechanical or electronic equipment and objects

- Observe/diagnose electrical/electronic problems
- Observe/diagnose mechanical problems
- Repair electrical/electronic objects
- Repair mechanical objects
- Repair small objects

Using hand and power tools or instruments

- Use construction hand and power tools
- Use electrical repair hand and power tools
- Use food and drink preparation equipment
- Use instrument repair tools
- Use machinist instruments
- Use mechanics hand and power tools
- Use medical or dental instruments to treat patients
- Use precision measuring instruments
- Use simple hand and power tools



Documenting and recording information

- Collect and record medical information
- Collect and record meter and gauge readings
- Compile and catalogue written information
- Compile and record office and business records
- Enter information on computer terminals
- Prepare case reports
- Prepare financial reports
- Prepare project case reports
- Prepare statistical reports
- Prepare technical or research reports
- Prepare/maintain work logs and reports
- Prepare/organize numerical records
- Prepare/organize verbal records

Interpreting the meaning of information

- Explain electrical/electronic/operations/problems
- Explain banking, loans and financial services
- Explain charts and maps
- Explain diagrams
- Explain life-science concepts
- Explain physical-science concepts
- Explain social-science concepts
- Give information on events and procedures
- Give information on insurance services
- Help people understand health-care instructions
- Plan and give information and help
- Relay information to dispatch workers
- Study and interpret laws

Teaching and advising others

- Counsel and advise people
- Give advice on building plans and projects
- Give advice on business or research projects

- Give advice on computer programs and data
- Give advice on financial matters
- Give healthcare instructions
- Teach education and training programs

Managing programs, staff and budgets

- Assign duties to workers
- Coordinate worker activities
- Evaluate worker performance
- Hire and supervise staff
- Manage and direct people and programs
- Negotiate staff policies and disputes
- Plan and administer budgets
- Plan staff work tasks

Communicating with persons outside the organization

- Answer business telephone inquiries
- Answer questions about library materials
- Answer questions about products and services
- Handle customer complaints
- Interview people to obtain information

Assisting or caring for others

- Give injections, drugs and other medications
- Provide childcare services
- Provide funeral services
- Provide healthcare support services
- Provide lodging or meal facilities
- Provide personal-care services
- Provide personnel services
- Provide protective services
- Provide social services
- Treat physical or mental problems



Selling or influencing others

- Demonstrate products and services
- Purchase products for resale
- Sell products or services
- Wait on customers

Performing for the public

- Amuse and entertain audiences
- Plan recreation and entertainment activities
- Provide recreation and entertainment activities

Developing and building teams

- Direct an engineering-design team
- Work as a member of a construction team
- Work as a member of a data-processing team
- Work as a member of a design team
- Work as a member of a health-services team
- Work as a member of a journalism team
- Work as a member of a physical-science team
- Work as a member of a protective-service team
- Work as a member of an education team
- Work as a member of an engineering-support team
- Work as a member of an office-support team



| | |
|--|--|
| Example 1. Prepare statistical reports | I prepared weekly data-analysis reports that evaluated unit performance. |
| 1. _____ | |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |



Skills and Abilities

Job-skills checklist

Accounting/bookkeeping

- 10-key by touch
- Accounts payable
- Accounts receivable
- Auditing
- Automated conversion
- Balance sheets
- Bank deposits
- Bank drafts
- Benefits implementation
- Budgets & forecasting
- Cash accountability
- Cash disbursements
- Cash management
- City, state & federal taxes
- Confidentiality
- Contract administration
- Corporate bank accounts
- DAC Easy
- Depreciation reports
- EEO Guideline knowledge
- Excel
- Expense allocations
- Expense journals
- Financial statements
- Fixed asset reports
- General ledger
- Gross margin analysis
- Insurance records
- Interest calculations
- Internal finance controls
- Inventory finance controls
- Inventory tracking
- Inventory valuation methods
- Invoice verification

- Job costing
- Loan applications
- Manual/automated billing
- Negotiate payments
- Payroll prep & taxes
- Performance evaluations
- Petty cash
- Portfolio management
- Problem solving
- Profit sharing records
- Purchase orders
- Quarterly reports
- Sales journals
- Skip Tracing
- Subsidiary journals
- Supervision
- Supply budgeting
- Tenant accounts
- Time card tracking
- Trial balance
- Trust accounts
- Union negotiation
- Vendor contract

Administrative

- Account verification
- Appointment scheduling
- Bulk-mail distribution
- Catalogs
- Computer operation
- Contract administration
- Copy/duplication
- Correspondence
- Customer service
- Data entry

- Departmental liaison
- Editing
- EEO knowledge
- Employee orientations
- Executive staff support
- File maintenance
- File/records control
- Form letters/mail merges
- Front office
- Insurance records
- Mail distribution
- Mailing lists
- Meeting coordination
- Meeting minutes
- Message taking
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Project Manager
- MS Publisher
- MS Word
- MS Visio
- Multi-line phone
- Newsletters
- Office management
- Order administration
- Petty cash control
- Pricing lists
- Problem resolution
- Project management
- Proofreading
- Reception
- Report/proposal preparation
- Shorthand



Skills and Abilities

Job-skills checklist

Computer programs/equipment

- Adobe Acrobat
- Adobe Dreamweaver
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Photoshop Elements
- Adobe Premiere
- Android
- Articulate
- Camtasia
- Captivate
- CMS (Course Management System)
- CRM (Customer Relationship Management) software
- Intacct
- IOS
- Linux
- LMS (Learning Management Systems)
- Mobile devices
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Project Manager
- MS Publisher
- MS Word
- MS Visio
- MS Office
- Oracle
- Peachtree
- Print Shop
- Quattro Pro
- Quicken

- QuickBooks
- Replicon
- SQL
- Sony Vista
- Tablets
- Windows
- WordPerfect

Construction

- Bids/estimates
- Blueprint reading
- Brick laying
- Budgeting
- Building plans
- Cabinets
- Commercial
- Computer skills
- Concrete tilt-up/finishing
- Contract deadlines
- Contract negotiation
- Coordination of contractors
- Crew foreman
- Curb/asphalt repair
- Daily work delegation
- Decks/patios
- Electrical/lighting
- Employee hiring/termination
- Employee training
- Excavation
- Finish work
- Flooring
- Form setting
- General labor
- Hand power tools

- Heating/ventilation
- Heavy-equipment operation
- Industrial foundations
- Interior/exterior
- Interior/exterior painting
- Interviewing
- Math skills
- On-site inspections
- Permit applications
- Pipe laying
- Plaster/mud
- Plumbing
- Project management
- Residential
- Roofing & repairs
- Safety regulations
- Sheet rock
- Site clean-up/maintenance
- Site lead
- Spackling/plaster
- Stairs
- Truck driving
- Underground utilities
- Windows and doors
- Wood framing



Skills and Abilities

Job-skills checklist

- Spreadsheets
- Supervision
- Supply purchasing
- Transcription
- Typing _____ WPM
- Web conferencing
- Word processing
- Work delegation

Beautician

- Appointment scheduling
- Body waves
- Cosmetic consulting
- Customer service
- Cut/style
- Facials
- Hair coloring
- Hair lightening
- Makeup
- Manicures/Pedicures
- Money handling
- Order supplies
- Pedicures
- Permanents
- Product sales
- Reception
- Record-keeping
- Sales
- Scalp treatment
- Scheduling
- Shampoo
- Time management
- Vendor contact

Cashier/sale/customer service

- Administration
- Application approval
- Appointment scheduling
- Approval of checks/charges
- Authorization for keys/safes
- Balance tills
- Bank deposits
- Benefits administration
- Building security
- Bulk orders
- Cash accountability
- Catalog/product demonstration
- Cold calling
- Contract negotiation
- Coordination with manufacturers/
vendors
- Corporate accounts
- Corporate marketing
- Credit approval
- Crew supervision
- Cross-training coordinator
- Displays
- Employee orientation
- Employee scheduling
- Expediting orders
- Floor set-up
- Front counter sales
- High closing ratio
- Hiring & supervision
- Implementation of emergency
procedures
- Inventory control
- Invoice verification

- Key account management
- Lead trainer
- Manual/computerized system
- Market analysis & trends
- Multi-line phones
- Opening/closing
- Order follow-up
- Order processing
- Performance evaluations
- Posting of cash receipts
- Pricing
- Product promotion
- Purchase order
- Purchasing/ordering
- Receiving/warehouse
- Repeat sales & referrals
- Safe drops
- Salary recommendations
- Sales presentations
- Set credit limits
- Set-up of equipment & inventory
- Shift management
- Shift scheduling & tracking
- Stock rotation
- Stocking
- Telemarketing
- Territory development
- Theft control
- Vendor contract
- Workflow delegation



Skills and Abilities

Job-skills checklist

Counseling

- Computer knowledge
- Crisis work
- Directing procedures
- Formulating new ideas
- Group counseling
- Inter-agency work
- Interviewing
- Money handling
- Public relations
- Public speaking
- Record keeping
- Report writing
- Research
- Scheduling
- Teaching (adults/children)
- Writing programs

Day care

- Arts & crafts
- Changing diapers
- Counseling
- Daily living activities
- Develop good habits
- Discipline
- Field trips
- Food preparation
- Hygiene
- Mediation
- Monitor progress
- Planning/organizing
- Playground games
- Reading
- Room maintenance
- Safety

- Singing
- Socialization
- Supervision
- Teaching

Deckhand/fishing

- Block/tackle
- Booms
- Buoys
- Cables
- Fasten stringers
- Gaff
- Haul in fish
- Hoists
- Hooks
- Load equipment
- Load supplies
- Measure catch
- Minor engine repairs
- Nets
- Operate skiffs
- Place net
- Pull/guide nets
- Remove fish from nets/hooks
- Repair nets
- Rig/lower dredge
- Row boats, dinghies
- Secure/remove docking lines
- Slings
- Sort/clean marine life
- Stand watch
- Stow catch
- Supervision
- Transport
- Wash decks/conveyors
- Wash equipment

Forestry/logging

- Appraise trees
- Ax
- Camp sites
- Chain saw
- Chock setter
- Clear brush
- Cut diseased/weak trees
- Engine/hand pumps
- Fire breaks
- Fire patrol
- Fire trails
- Handsaw
- Jack
- Load trucks
- Mattock
- Maul
- Plant tree seedlings
- Posthole digger
- Power saw
- Prune trees
- Pruning tools
- Puller
- Replenish firewood
- Secure cables
- Set stakes
- Shovel
- Split logs
- Spray herbicides
- Suppress forest fires
- Survey
- Tag trees
- Tamper
- Trim limbs
- Wedge
- Winch



Gardening/horticulture

- Customer service
- Farm labor
- Farming
- Flower gardening
- Grafting
- Greenhouse work
- Horticulture knowledge
- Landscaping
- Lawn care
- Money handling
- Pruning trees
- Sales
- Surveying
- Transplanting trees
- Transporting trees
- Tree trimming
- Vegetable gardening

Homemaker

- Answer telephone
- Assign/schedule chores
- Assist with homework
- Change linens/make beds
- Clean
- Counsel
- Decorating
- Encourage good study habits
- Equipment operation
- Feed/care for pets
- Hand wash items
- Maintain budget
- Maintain discipline
- Mend and iron clothing

- Money management
- Oversee household activities
- Plan meals
- Prepare/serve nutritious meals
- Provide encouragement
- Purchase household items
- Record-keeping
- Sewing
- Take messages
- Teach children
- Volunteer
- Wash dishes/utensils/pots/pans
- Wash/dry clothes

Inside/outside sales

- Add-on sales
- Appointment scheduling
- Bidding/estimating
- Cold calling
- Competitive knowledge
- Computer knowledge
- Contract administration
- Contract negotiation
- Create flyers/brochures
- Creativity
- Credit checks
- Customer service
- Customer training
- Departmental coordination
- Group presentations
- High closing ratio
- Invoice verification
- Key-account management
- Knowledge of shipping

- Lead follow-up
- Materials calculation
- Materials verification
- Math skills
- Networking
- Order follow-up
- Order processing
- Parts requisition
- Price quoting
- Problem solving
- Product demonstrations
- Production planning/scheduling
- Profit margin analysis
- Project management
- Proposal development/submittal
- Public speaking
- Purchase orders
- Quality control
- Records control
- Research and development
- Sales presentation
- Set/meet/exceed quotas
- Telemarketing
- Territory development



Skills and Abilities

Job-skills checklist

Management

- Advertising
- Assign work
- Bank deposits
- Benefits
- Bookkeeping
- Computer knowledge
- Cross-training
- Customer-service programs
- Equal-opportunity knowledge
- Employee orientation
- Employee relations
- Employee training
- Evaluations
- Expense controls
- Hiring/firing
- Interviewing
- Inventory control
- Maintenance control
- Mediation
- Merchandising
- Ordering
- P&L statements
- Payroll
- Public relations
- Schedule work load
- Supervision

Janitor/cleaner

- Apply wax to floors
- Clean rooms, baths, labs, offices, hallways, etc.
- Deliver items to rooms
- Disinfect/sterilize rooms
- Distribute laundry

- Dust
- Hang drapes
- Keep utility/storage areas
- Clean
- Make beds
- Mop
- Move furniture
- Operate stripper/buffer
- Polish metalwork
- Proper chemical usage
- Replace soiled items
- Replenish supplies
- Roll carpets
- Sort, count, fold, carry linen
- Sweep floors
- Turn mattresses

Mechanical

- Body work (filler)
- Calipers
- Carburetors
- Crankshafts
- Cylinder blocks
- Differential
- Distributors
- Drill press
- Electrical wiring
- Engine
- Estimates
- Front end alignment
- Generators
- Hand/power tools
- Hydraulic jacks/hoist
- Ignition systems
- Install/repair accessories

- Lathe
- Micrometers
- Oil change
- Parts replacement
- Piston, rods, gears, valves and bearings
- Pneumatic tools
- Reline/adjust headlights
- Safety
- Sander
- Shaper
- Shock absorbers
- Solder radiators
- Spark plugs
- Starters
- Thickness gauges
- Timing belt
- Transmission
- Tune-ups
- Welding equipment
- Windshield wipers



Skills and Abilities

Job-skills checklist

Medical/nursing

- Administer medications
- Appointment scheduling
- Autoclave
- Blood tests
- Charting
- Dietary instruction
- EEG/EKG
- Injections
- Insurance forms
- Lab testing
- Medical terminology
- Observe/monitor progress
- Patient surveys
- Patient records
- Sterilization of tools
- Supply maintenance
- Surgery assistance
- Ultrasound
- Venipuncture
- Vital signs
- X-rays

Nurse aid (CNA)

- Adjust lights
- Answer phones
- Answer signal lights/bells
- Assist nursing staff
- Assist patient to walk
- Assist with DLAs
- Bathe, dress & undress patients
- Change bed linens
- Direct visitors
- Drape patient for exams

- Dust/clean patient rooms
- Feed patients
- Hold instruments
- Record fluid/food intake
- Run errands
- Serve/collect food trays
- Sterilize/prepare treatment trays
- Take/record blood pressure
- Take/record pulse
- Take/record respiration rate
- Take/record temperature
- Transport patients
- Turn/reposition patients

Production/assembly

- Apply preservative
- Assemble items
- Clean containers
- Containerize product
- Count
- Die design/cutting
- Examine products
- Forklift
- Hand/eye coordination
- Hoists
- Inspect materials
- Label containers
- Line/pad crates
- Measure containers
- Minor machine repair
- Nail/glue containers
- Operate conveyor belt
- Operate machinery
- Pack products

- Pallet jacks
- Record information
- Record inspections
- Safety
- Separate
- Sort bundles/containers
- Sort product
- Stack
- Supervision
- Tooling set-up
- Use measuring equipment
- Vacuum sealers
- Weigh containers
- Weigh product
- Wrap
- Wrap protective material



Skills and Abilities

Job-skills checklist

Restaurant/food

- Advertising
- Balance tills
- Bank deposits/safe drops
- Benefit administration
- Bookkeeping
- Budgeting
- Cash accountability
- Contract administration
- Coordination
- Cost control
- Cross-training
- Customer-service programs
- Displays/promotions
- Employee training
- Health card
- Health-inspection requirements
- Interviewing/reference checks
- Inventory control
- Invoice verification
- Manual/computerized system
- Marketing/sales analysis
- Multi-line phones
- Order processing
- Organization
- Payroll
- Performance evaluations
- POS systems
- Posting of daily receipts
- Price negotiation
- Problem solving
- Purchasing
- Quality control
- Reservation-taking
- Safety

- Salary reviews
- Seating/service coordination
- Security procedures
- Staff/work delegation
- Theft control
- Time-card control
- Time management
- Vendor contract
- Work prioritization

Shipping/receiving/warehouse

- Billing
- Bills of lading
- Computer operation
- Customer billing
- Delivery
- Departmental coordination
- Distribute items
- Document control
- Forklift
- Freight pricing
- Invoice verification
- Mark materials
- Packaging
- Pallet jacks
- Parts processing
- Parts requisition
- Pneumatic ladders
- Postal requirements
- Product inspection
- Quality control
- Shipping requirements
- Stocking
- Track/schedule shipments
- UPS

Teaching

- Assign homework
- Coaching
- Decorating/arranging classroom
- Directing procedures
- Discipline
- Group supervision
- Group/individual counseling
- Lesson plans
- Mentor
- Organizing projects
- Public speaking
- Record keeping
- Relating to parents/community
- Scheduling
- Special Education
- Specialized subject knowledge
- Writing & grading tests

Truck driving

- Computer knowledge
- Customer-service delivery
- Diesel
- Doubles
- Hazardous endorsements
- Hook/unhook trainer
- Load/unload
- Long haul
- Money handling
- Pup
- Record-keeping
- Repair/maintenance
- Short haul
- Supervisory
- Triples



| | |
|--------------------------------------|--|
| Example 1. Use keyhole saw | Made precise cuts through drywall to fit around plumbing fixtures and electronic outlets. Prevent waste of material, and ensured accurate fit. |
| 1. _____ | |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |

