

Essential Skills in Jobs

Occupation: _____

Identify (using a checkmark) which Essential Skills are used to complete the requirements of this job.

Essential Skill	<input checked="" type="checkbox"/>	For each Essential Skill, describe a sample task that might be performed by a worker in this occupation.
Reading Text		
Writing		
Document Use		
Computer Use		
Oral Communication		
Money Math		
Scheduling or Budgeting and Accounting		
Measurement and Calculation		
Data Analysis		
Numerical Estimation		
Job Task Planning and Organizing		
Decision Making		
Problem Solving		
Finding Information		
Critical Thinking		