Essential Skills in Jobs

Occupation:

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

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| **Essential Skill** |  | **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 |  |  |