

# 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	<input type="checkbox"/>	.
Writing	<input type="checkbox"/>	
Document Use	<input type="checkbox"/>	
Computer Use	<input type="checkbox"/>	
Oral Communication	<input type="checkbox"/>	
Money Math	<input type="checkbox"/>	
Scheduling or Budgeting and Accounting	<input type="checkbox"/>	
Measurement and Calculation	<input type="checkbox"/>	
Data Analysis	<input type="checkbox"/>	
Numerical Estimation	<input type="checkbox"/>	
Job Task Planning and Organizing	<input type="checkbox"/>	
Decision Making	<input type="checkbox"/>	
Problem Solving	<input type="checkbox"/>	
Finding Information	<input type="checkbox"/>	
Critical Thinking	<input type="checkbox"/>	