

Our Geo-Skill™ Analysis and Geo-Skills™ reports include the below skills as defined by the US Department of Labor's O*NET® system. This document also includes examples of occupations where these skills are significant to job performance, which are provided to help create an understanding of just how pervasive these core skills are across a local workforce.

Basic Skills: Developed capacities that facilitate learning or the more rapid acquisition of knowledge

Description:

Background structures needed to work with and acquire more specific skills in a variety of different domains

1. **Reading Comprehension:** Understanding written sentences and paragraphs in work related documents.
2. **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.
3. **Writing** Communicating effectively in writing as appropriate for the needs of the audience.
4. **Speaking** Talking to others to convey information effectively.
5. **Mathematics** Using mathematics to solve problems.
6. **Science** Using scientific rules and methods to solve problems.

Process Skills: Procedures that contribute to the more rapid acquisition of knowledge and skill across a variety of domains

1. **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
3. **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
4. **Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Cross-Functional Skills: Developed capacities that facilitate performance of activities that occur across jobs

Social Skills Developed capacities used to work with people to achieve goals

1. **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.
2. **Coordination** Adjusting actions in relation to others' actions.
3. **Persuasion** Persuading others to change their minds or behavior.
4. **Negotiation** Bringing others together and trying to reconcile differences.
5. **Instructing** Teaching others how to do something.
6. **Service Orientation** Actively looking for ways to help people.

Complex Problem Solving Skills: Developed capacities used to solve novel, ill-defined problems in complex, real-world settings

1. **Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

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

1. **Operations Analysis** Analyzing needs and product requirements to create a design.
2. **Technology Design** Generating or adapting equipment and technology to serve user needs.
3. **Equipment Selection** Determining the kind of tools and equipment needed to do a job.
4. **Installation** Installing equipment, machines, wiring, or programs to meet specifications.
5. **Programming** Writing computer programs for various purposes.
6. **Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.
7. **Operation and Control** Controlling operations of equipment or systems.
8. **Equipment Maintenance:** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
9. **Troubleshooting** Determining causes of operating errors and deciding what to do about it.
10. **Repairing:** Repairing machines or systems using the needed tools.
11. **Quality Control Analysis** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

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

1. **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
2. **Systems Evaluation:** Looking at many indicators of system performance, taking into account their accuracy (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.)
3. **Systems Analysis:** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Resource Management Skills: Developed capacities used to allocate resources efficiently

1. **Time Management** Managing one's own time and the time of others.
2. **Management of Financial Resources:** Determining how money will be spent to get the work done, and accounting for these expenditures.
3. **Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
4. **Management of Personnel Resources:** Motivating, developing, and directing people as they work, identifying the best people for the job.



These core workplace skills play a role in workforce performance. Below are examples of just a few occupations where these skills are significant to job performance.

Skill: Active Learning

Occupations:

- Aerospace Engineer
- Automotive Master Mechanic
- Licensed Vocational Nurse

Skill: Active Listening

Occupations:

- Social Worker
- Telemarketer
- Soil and Water Conservationist

Skill: Critical Thinking

Occupations:

- Materials Scientist
- Respiratory Therapy Technician
- Law Clerk

Skill: Learning Strategies

Occupations:

- Home Economics Teacher
- Nuclear Engineer
- Athletic Trainer

Skill: Mathematics

Occupations:

- Surveyors
- Tellers
- Physicist

Skill: Monitoring

Occupations:

- Probation Officer
- Airline Pilot
- Pump Operator

Skill: Reading Comprehension

Occupations:

- Geographer
- Court Room Reporters
- Medical Scientist

Skill: Science

Occupations:

- Astronomer,
- Forensic Science Technician
- Biological Technician
- Civil Engineer

Skill: Speaking

Occupations:

- Telephone Operator
- Engineering Teacher
- Travel Guide
- Clergy

Skill: Writing

Occupations:

- Police Detectives
- Sales Engineer
- Survey Researcher

Skill: Problem Solving

Occupations:

- Computer Software Engineer
- Air Traffic Controller
- Equal Opportunity Representative

Skill: Management of Financial Resources

Occupations:

- Crop and Livestock Manager
- Budget Analyst
- Marketing Manager

Skill: Management of Material Resources

Occupations:

- Construction Carpenter
- Nuclear Engineer,
- Purchasing Manager

Skill: Management of Human Resources

Occupations:

- Choreographer
- Training and Development Specialists
- Branch or Department Financial Manager

Skill: Time Management

Occupations:

- Advertising Sales Agent
- Fashion Designer
- Radiation Therapist, Biologist

Skill: Coordination

Occupations:

- Music Directors
- Criminal Investigators
- Plasters and Stucco Masons, Chief Executives

Skill: Instructing

Occupations:

- Law Teachers
- Fitness Trainers
- Health Educators, Coaches and Scouts

Skill: Negotiations

Occupations:

- Travel Guides
- Marriage and Family Counselors
- Lawyers

Skill: Persuasion

Occupations:

- Telemarketers
- Psychiatrist
- Industrial Safety and Health Engineer

Skill: Social Perceptiveness

Occupations:

- Psychiatric Aids
- Probation Officer and Correctional Treatment Specialists
- School Psychologists
- Lodging Managers

Skill: Judgment and Decision Making

Occupations:

- Aviation Inspectors
- Petroleum Engineers
- Police Patrol Officers
- Tire Builders

Skill: Systems Analysis

Occupations:

- Radio Mechanics
- Operations Research Analyst
- Computer Software Engineers
- Power Distributors and Dispatchers

Skill: Systems Evaluation

Occupations:

- Computer Security Specialist
- Accountants
- Agricultural Engineers

Skill: Equipment Maintenance

Occupations:

- Commercial Driver
- Automotive Specialty Technicians
- Medical and Clinical Laboratory Technologists
- Station Engineers and Boiler Operators

Skill: Equipment Selection

Occupations:

- Aerospace Engineering and Operations Technician
- Network Systems and Data Communication Analyst
- Millwrights, and Commercial Driver

Skill: Installation

Occupations:

- Telecommunications Equipment Installer and Repairer
- Security and Fire Alarm Systems Installer
- Automotive Master Mechanic

Skill: Operation and Control

Occupations:

- Radiation Therapists
- Chemical Equipment Operators and Tender
- Station Engineers and Boiler Operators
- Machinists

Skill: Operations Monitor

Occupations:

- Chemical Plant and Systems Operator
- Computer-Controlled Machine Tool Operators - Metal and Plastic
- Anesthesiologists

Skill: Operations Analyst

Occupations:

- Sales Engineers
- Multi-Media Artists and Animators
- Computer Programmers
- Fashion Designers

Skill: Programming

Occupations:

- Computer Software Engineers-Applications
- Computer Programmers
- Mathematicians

Skill: Quality Control Analysis

Occupations:

- Medical and Clinical Laboratory Technologists
- Nuclear Engineers
- Electrical and Electronic Equipment Assemblers
- Food Science Technicians

Skill: Repairing

Occupations:

- Automotive Specialty Technicians
- Mobile Heavy Equipment Mechanics - Except Engines
- Computer, Automated Teller, and Office Machine Repairers
- Maintenance Workers – Machinery

Skill: Technology Design

Occupations:

- Computer Software Engineers
- Systems Software
- Agricultural Engineers
- Radiation Therapists

Skill: Troubleshooting

Occupations:

- Electronic Equipment Installers and Repairers-Motor Vehicles
- Computer, Automated Teller, and Office Machine Repairers
- Mobile Heavy Equipment Mechanics, Except Engines
- Computer Software Engineers-Systems Software