A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

    A.   *Reading* — locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules

    B.   *Writing* — communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts

    C.   *Arithmetic/Mathematics* — performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques

    D.   *Listening* — receives, attends to, interprets, and responds to verbal messages and other cues

    E.   *Speaking* — organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

    A.   *Creative Thinking* — generates new ideas

    B.   *Decision Making* — specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative

    C.   *Problem Solving* — recognizes problems and devises and implements plan of action

    D.   *Seeing Things in the Mind's Eye* — organizes, and processes symbols, pictures, graphs, objects, and other information

    E.   *Knowing How to Learn* — uses efficient learning techniques to acquire and apply new knowledge and skills

    F.   *Reasoning* — discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

    A.   *Responsibility* — exerts a high level of effort and perseveres towards goal attainment

    B.   *Self-Esteem* — believes in own self-worth and maintains a positive view of self

    C.   *Sociability* — demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings

    D.   *Self-Management* — assesses self accurately, sets personal goals, monitors progress, and exhibits self-control

    E.   *Integrity/Honesty* — chooses ethical courses of action

FIVE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

A. *Time* -Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
B. *Money* -Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C. *Material and Facilities* -Acquires, stores, allocates, and uses materials or space efficiently
D. *Human Resources* -Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

A. *Participates as a Member of a Team* -contributes to group effort
B. *Teaches Others New Skills*
C. *Serves Clients/Customers* -works to satisfy customers' expectations
D. *Exercises Leadership* -communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
E. *Negotiates* -works toward agreements involving exchange of resources, resolves divergent interests
F. *Works with Diversity* -works well with men and women from diverse backgrounds

Information: Acquires and uses information

A. *Acquires and Evaluates Information*
B. *Organizes and Maintains Information*
C. *Interprets and Communicates Information*
D. *Uses Computers to Process Information*

Systems: Understands complex inter-relationships

A. *Understands Systems* -knows how social, organizational, and technological systems work and operates effectively with them
B. *Monitors and Corrects Performance* -distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
C. *Improves or Designs Systems* -suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

A. *Selects Technology* -chooses procedures, tools or equipment including computers and related technologies
B. *Applies Technology to Task* -Understands overall intent and proper procedures for setup and operation of equipment
C. *Maintains and Troubleshoots Equipment* -Prevents, identifies, or solves problems with equipment, including computers and other technologies.