**SKILL DEFINITIONS**

It is important that you evaluate the position and determine what skills are needed to do the job. If you have a search committee, it is a good idea that you all agree on the skill sets you are looking for and determine the appropriate behavior based questions to ask to assess the candidate’s skill.

Below are a list of skill definitions, but if you look up the job description on O\*Net, (<http://online.onetcenter.org/>) the skill sets and the definitions will be provided to you.

Ability to Learn – The ability to assimilate and apply in a timely manner new job related information that may vary in complexity.

Adaptability – The ability to maintain effectiveness through desired results with varying assignments, responsibilities and people in a variety of professional or personal environments.

Ambition – The desire to advance to higher levels/advancements through personal/professional development.

Analysis – Data Interpretation – The ability to determine and obtain relevant information, identify relationships and determine cause and effect relationships.

Analysis – Problem Identification – The ability to gain relevance information and identify key issues and relationships form a base of information. Relates and compares data from different sources and recognizes cause and effect relationships.

Attention to Detail – The ability to accomplish tasks through concern for all areas, no matter how minor. Shows concern for all aspects of the job. Accurately checks processes and tasks. Maintains watchfulness.

Collaboration – The ability to work effectively with others without utilizing formal authority to accomplish agreed upon goals.

Control – the ability to establish, monitor and thus regulate procedures, assignments and/or responsibilities of individuals within your area of accountability. Has the authority to take action commensurate with the completion of delegated assignments. The ability to maintain composure and objectivity when faced with confrontation or personally defense-provoking situations.

Customer Service Oriented – The ability to listen and understand the customer. Anticipates customer needs. Assigns high priority to customer satisfaction.

Decisiveness – The ability to make timely decisions, consider judgments, take actions when appropriate and commit to a position.

Delegation – The ability to effectively allocate assignments or decision making to subordinates or other professionals within your area of responsibility to ultimately enhance their development or accomplish a task.

Energy – The ability to consistently maintain a high activity or productivity level. Ability to sustain long or variable work hours.

Flexibility – The ability to adjust one’s opinion or behavior to accommodate varying situations and reach a desired goal.

Follow-up – The ability to establish procedures to monitor the results of delegations, assignments or projects.

Independence – The ability to take actions or make decisions where one’s own convictions are the primary influence rather than other’s influence or opinion.

Initiative – The ability to assert one’s influence over events or others to achieve goals, self-starting rather than accepting passively. Takes action to achieve goals beyond what is required. Defined as pro-active.

Innovation – The ability to generate creative solutions to work situations, tries novel and different ways to deal with problems.

Integrity – The ability to conform to and maintain ethical, moral and professional standards of conduct on the job and in related activities.

Judgment – The ability to commit to an action after reviewing alternative courses of action that are based on logical assumptions and factual information. Considers resources, constraints and organizational values.

Leadership – The ability to discover and articulate group or individual goals in a manner that will motivate people, helping them to formulate their goals and then taking the necessary steps in which they can attain these goals. Inspires individuals giving them the feeling of strength and competence they need for accomplishment. Selects and uses appropriate interpersonal skills in guiding and influencing others in achievement.

Learning strategies – The ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new concepts.

Listening – The ability to concentrate on another person’s verbal communication to determine concerns and issues which may interfere with effective business relationships. Active listening means 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.

Management/Supervision – The ability to control the movement or behavior of subordinates to succeed in accomplishing the directives of the group; to formulate clear, persuasive goals and to inspire others to work together to achieve these goals.

Motivation – The inner drive or incentive that causes one to act toward achievement of one’s goals.

Negotiation – The ability to effectively explore alternatives and positions to reach outcomes that gain all parties’ support and acceptance.

Oral presentation/communication – The ability to present ideas effectively orally to individuals or groups.

Persuasiveness- The ability to use appropriate interpersonal styles and communication methods to gain client/prospect acceptance of an idea, plan, activity, service or product.

Planning and Organizing – The ability to establish a plan for self and others to accomplish a specific goal and consider proper allocation of time and resources to maximize performance.

Rapport Building – The ability to project a positive first and continuing impression. Meets people easily and is well likes; to get along well with others and develop and continue relationships.

Reading comprehension – The ability to understand written sentences and paragraphs in work related documents.

Resilience – The ability to maintain effectiveness through disappointment and/or rejection.

Risk-taking – The ability to take or initiate action which involves a gamble in order to achieve a recognized benefit.

Safety awareness – The ability to be aware of conditions that affect employee safety.

Sensitivity – The ability to be aware of the impact of one’s own behavior on others.

Service orientation – The ability to actively look for ways to help people.

Social perceptiveness – The ability to be aware of others’ reactions and understanding why they react as they do.

Supervision – See management.

Teamwork – The ability to select and use appropriate interpersonal styles and methods to inspire and guide a team to goal achievement. Ability to modify behavior to accommodate the situation and individuals involved. The ability to actively participate in or facilitate team effectiveness and take actions that demonstrate considerations of others.

Technical knowledge – The ability to achieve and maintain a satisfactory level of technical and professional skills in job related areas.

Tenacity – The ability to hold firm with a position or plan of action through persistence until the ultimate objective is achieved. To be able to determine if the objective is still reasonably attainable.

Tolerance for stress – The ability to maintain consistent performance under opposition and/or pressure. Relives stress in a manner that is acceptable to the person, others and the organization.

Troubleshooting – The ability to accurately identify the causes of problems in a timely and professional manner.

Work standards – The ability to establish goals or standards of performance for yourself and/or others.

Written communication – The ability to express ideas effectively in memos, letters and reports that have appropriate organization and structure, correct grammar and language/terminology appropriate to the needs of the audience.