

# Job Skills

## THREE FOUNDATIONS:

### Basic Skills

- Reading to locate, understand, and interpret written information
- Writing to communicate ideas and information
- Using arithmetic to perform basic computations and solve problems
- Listening, interpreting, and responding to verbal message and cues

### Thinking Skills

- Speaking to inform and persuade others
- Creative thinking to generate new ideas
- Decision making to set and meet goals
- Problem solving to identify challenges and implement actions plans
- Knowing how to learn

### Personality Qualities

- Responsibility and persistence in meeting goals
- Self-esteem to maintain a positive view of your abilities
- Social skills that demonstrate adaptability and empathy
- Self-management to assess yourself, set personal goals, and monitor personal progress

## FIVE CORE COMPETENCIES:

### Resources

- Allocating time for goal-relevant activities / Allocating materials and facilities
- Allocating money to prepare budgets and meet the budget goals
- Allocating human resources to assign tasks effectively and provide others with feedback

### Interpersonal Skills

- Participating as a member of a team
- Teaching others / Exercising leadership
- Serving clients and customers
- Negotiating to reach agreements
- Working with diversity

### Information

- Acquiring and evaluating information / Organizing and maintaining information
- Interpreting and communicating information in oral, written, and visual forms
- Using computers to process information

### Systems

- Understanding how social and technological systems operate
- Monitoring and correcting performance
- Improving or designing systems

### Technology

- Selecting and applying technology to tasks
- Maintaining and troubleshooting technology

## **Career Development Web Resources:**

1. Careers and Majors: What can I do with this Major/Degree?

<http://www.cortland.edu/career/majors/main.html>

2. SUNY Cortland Career Services

<http://www.cortland.edu/career>

3. SUNY Cortland Advisement and First Year Programs

<http://www.cortland.edu/advisement>

4. The 10 Step Career Planning Guide

<http://10steps/careerpathsonline.com/guide/>

5. Career Interest Game: Match Interests and skills with similar careers

<http://career.missouri.edu/modules.php?name=News&file=article&sid=146>

6. Transferable Skills Survey

[http://www.d.umn.edu/student/loon/car/self/career\\_transfer\\_survey.html](http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html)

7. Quintessential Careers: College, Careers and Job Guide

<http://www.quintcareers.com/>

8. U.S. Department of Labor Occupational Outlook Handbook 2004-2005

<http://www.bls.gov/oco/>