



### Key Skills

Every occupation requires a unique set of skills and abilities.

We have identified 14 key skills required in the labour market.

#### Clerical Ability

**Are you good at finding errors when proofreading documents?**

The ability to understand written and numeric material; can proofread words and numbers.

- Recognize mistakes easily
- Proofread written material
- Use a system to organize and find information

#### Detail-oriented

**Can you pick out differences in two similar pictures?**

The ability to see fine details in objects.

- Recognize small parts
- See fine detail in objects
- Visually perceptive
- Inspect objects



## Directive

### Do you like to be in a leadership role?

The ability to give direction and instruction easily. You are independent, self-directing and able to make decisions and coordinate others.

- Coordinates others
- Self-directing
- Enjoys organizing
- Independent

## Finger Dexterity

### Can you sort or repair small objects using your fingers?

The ability to manipulate small objects with your fingers.

- Use a keyboard
- Sort and repair small objects
- Manipulate small objects accurately

## General Learning Ability



### Can you understand instructions easily?

The ability to grasp or understand instructions and underlying principles; the ability to reason and make judgments.

- Comprehends instruction
- Understands ideas
- Reasons things out

### Innovative

#### Do you like to dig deeply to solve problems?

You like to explore things in depth and solve problems by experimenting. You prefer to be challenged with new and unexpected experiences.

- Adjusts to change easily
- Likes testing and measuring
- In depth exploration
- Enjoys science

### Manual Dexterity

#### Can you move and turn objects skillfully with your hands?



The ability to skillfully use your hands. You can move and turn objects and use hand tools.

- Manipulate objects with your hands
- Use hand tools
- Move and turn objects
- Sort objects

## Methodical

**Do you enjoy a set routine for performing your work?**

You enjoy following a set routine and following procedures in your work.

- Works on a task until completion
- Prefers clear instructions
- Follows established policies

## Motor Coordination

**Do you have good hand-eye coordination?**

The coordination of large, small and fine motor movements using the body (arms, legs, hands, etc.)



- Gross and fine motor movement
- Can take things apart and put them back together

## Numerical Ability

Are you good with numbers?

The ability to understand numbers and perform math.

- Collect data and analyze statistics
- Solve math problems
- Make accurate measurements
- Work with money

## Object-oriented

Do you like to build things and/or repair them?

You are interested in finding out how things operate and how they are built.



- Interested in how things work
- May work with tools, instruments and machinery
- Like to build and repair according to specifications

## Social

### Would you like a job where you work with people?

You like dealing with people and you enjoy working with and cooperating with others.

- Works with people
- Identifies the needs of others
- Helps solve problems

## Spatial Perception

### Can you draw things accurately?

The ability to perceive or react to the size, distance or depth of the environment.

- Can imagine a 3D-form from a diagram
- Awareness of surrounding environment



- The ability to draw things accurately
- Understands geometry

## Verbal & Written Comprehension

Can you express information and ideas easily and clearly?

The ability to analyze information and solve problems.

- Reads and understands written material
- Write and correct text
- Communicates ideas clearly
- Strong vocabulary