

# Top Job Performance Qualities

Many people who are still in college, newly graduated, or about to change careers often think they have no skills or abilities to offer prospective employers. They're wrong! You can prove it to yourself.

The U.S. Department of Labor compiled a list of personal qualities, foundation skills, and workplace skills that lead to top job performance in today's workplace. They apply to any type of career. For some jobs, though, you'll need more of some skills than others. How do you stack up?

<p>Personal Qualities  <a href="http://www.academicinnovations.com">http://www.academicinnovations.com</a></p>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Self-belief</li> <li>• Self-management</li> <li>• Sociability</li> <li>• Integrity</li> </ul>
<p>Foundation Skills  <a href="http://www.careerkey.org">http://www.careerkey.org</a></p>	<p>Basic Skills:</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Mathematics</li> <li>• Speaking</li> <li>• Listening</li> </ul> <p>Thinking Skills:</p> <ul style="list-style-type: none"> <li>• Ability to learn</li> <li>• Creative thinking</li> <li>• Decision making</li> <li>• Problem solving</li> </ul>
<p>Resource Skills  <a href="http://www.mindtools.com">http://www.mindtools.com</a></p>	<ul style="list-style-type: none"> <li>• Allocate time, money, materials, space and staff</li> </ul>

*(Continued)*

<p>Interpersonal Skills  <a href="http://www.mentoringandcoaching.com">http://www.mentoringandcoaching.com</a></p>	<ul style="list-style-type: none"> <li>• Work on teams</li> <li>• Teach others</li> <li>• Serve customers</li> <li>• Lead</li> <li>• Negotiate</li> <li>• Work with people of diverse backgrounds</li> </ul>
<p>Information Skills  <a href="http://www.mindtools.com">http://www.mindtools.com</a></p>	<ul style="list-style-type: none"> <li>• Acquire and evaluate data</li> <li>• Organize and maintain files</li> <li>• Interpret and communicate</li> <li>• Use computers to process information</li> </ul>
<p>Systems Skills  <a href="http://online.onetcenter.org">http://online.onetcenter.org</a></p>	<ul style="list-style-type: none"> <li>• Understand social, organizational, and technological systems</li> <li>• Monitor and correct performance</li> <li>• Design or improve systems</li> </ul>
<p>Technology Skills  <a href="http://www.bbc.co.uk">http://www.bbc.co.uk</a></p>	<ul style="list-style-type: none"> <li>• Select equipment and tools</li> <li>• Apply technology to specific tasks</li> <li>• Maintain and troubleshoot equipment</li> </ul>

Source: U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills (SCANS), *Learning a Living: A Blueprint for High Performance*, Washington, DC, 1992, page 3.