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| administering programs  | planning agendas/meetings                        | updating files                             |
| advising people   | planning organizational needs                    | setting up demonstrations                  |
| analyzing data  | predicting futures                               | sketching charts or diagrams               |
| assembling apparatus  | rehabilitating people                            | writing reports                            |
| auditing financial reports                                    | organizing tasks                                 | writing for publication                    |
| budgeting expenses  | prioritizing work                                | expressing feelings                        |
| calculating numerical data                                    | creating new ideas                               | checking for accuracy                      |
| finding information   | meeting people                                   | classifying records                        |
| handling complaints   | evaluating programs                              | coaching individuals                       |
| handling detail work  | editing work                                     | collecting money                           |
| imagining new solutions                                       | tolerating interruptions                         | compiling statistics                       |
| interpreting languages  | confronting other people                         | inventing new ideas                        |
| dispensing information  | constructing buildings                           | proposing ideas                            |
| adapting new procedures                                       | coping with deadlines                            | investigating problems                     |
| negotiating/arbitrating conflicts                             | promoting events                                 | locating missing information               |
| speaking to the public  | raising funds                                    | dramatizing ideas                          |
| writing letters/papers/proposals                              | questioning others                               | estimating physical space                  |
| reading volumes of material                                   | being thorough                                   | organizing files                           |
| remembering information                                       | coordinating schedules/times                     | managing people                            |
| interviewing prospective employees                            | running meetings                                 | selling products                           |
| listening to others   | supervising employees                            | teaching/instructing/training individuals  |
| relating to the public  | enduring long hours                              | inspecting physical objects                |
| entertaining people   | displaying artistic ideas                        | distributing products                      |
| deciding uses of money  | managing an organization                         | delegating responsibility                  |
| measuring boundaries  | serving individuals                              | mediating between people                   |
| counseling/consulting people                                  | motivating others                                | persuading others                          |
| operating equipment   | reporting information                            | summarizing information                    |
| supporting others   | encouraging others                               | delegating responsibilities                |
| determining a problem   | defining a problem                               | comparing results                          |
| screening telephone calls                                     | maintaining accurate records                     | drafting reports                           |
| collaborating ideas   | administering medication                         | comprehending ideas                        |
| overseeing operations   | motivating others                                | generating accounts                        |
| teaching/instructing/training individuals                     | thinking in a logical manner                     | making decisions                           |
| becoming actively involved                                    | defining performance standards                   | resolving conflicts                        |
| analyzing problems  | recommending courses of action                   | selling ideas                              |
| preparing written communications                              | expressing ideas orally to individuals or groups | conducting interviews                      |
| performing numeric analysis                                   | conducting meetings                              | setting priorities                         |
| setting work/committee goals                                  | developing plans for projects                    | gathering information                      |
| taking personal responsibility                                | thinking of creative ideas                       | providing discipline when necessary        |
| maintaining a high level of activity                          | enforcing rules and regulations                  | meeting new people                         |
| developing a climate of enthusiasm, teamwork, and cooperation | interacting with people at different levels      | picking out important information          |
| creating meaningful and challenging work                      | taking independent action                        | skillfully applying professional knowledge |
| maintaining emotional control under stress                    | knowledge of concepts and principles             | providing customers with service           |