Workforce Opportunity Project
Glossary of Terms

Skills Needed for Current Jobs (refer to pages 3 and 4 of the survey form)

1. The first category is physical skills primarily using tools:

CODE	LABEL	DESCRIPTION
101	Physical stamina	power to endure stress on the body
102	Carry or lift	capacity to pick up heavy bulk items while moving
103	Work in closed spaces	feel at ease and complete work tasks in closed physical spaces such as a tunnel
104	Agility	ability to be flexible by moving body quickly and easily
105	Strength	have muscular durability or body force to accomplish physical tasks
106	Manual dexterity	using hands and fingers easily to complete a task
107	Build	construct or form an object by joining pieces and parts
108	Repair	restore a broken or damaged object to its original state
109	Fine motor coordination	control small muscles while coordinating the eyes and hands to perform a task
110	Cultivate plants	ability to tend, grow, till and maintain plants and vegetation
111	Mechanical abilities	skill in operating machinery or working with precision tools
112	Produce handmade crafts	artistic skill in creating a tangible product with hands or tool

2. The second category is mental skills using ideas:

CODE	LABEL	DESCRIPTION
201	Mathematical computation	ability to solve complex math problems using formulae and algorithms
202	Writing ability	talent for expressing creative ideas in writing
203	Critical thinking	draw conclusions of reason and logic based on observation
204	Multicultural awareness	diverse appreciation for and sensitivity toward other cultures, ethnicities and beliefs
205	Scientific analysis	ability to follow scientific method for drawing conclusions
206	Abstract thinking	ability to synthesize knowledge of one specified idea or subject while adapting that knowledge to a broader scope patterns and similarities.
207	Conducting research	ability to apply a cohesive method to examine data to reach an impartial, objective conclusion that contains accurate results.
208	Analytical skill	proficiency at identifying consequences to making a choice through logical reasoning
209	Understand theoretical concepts	ability to take an abstract idea and apply it to practical living
210	Spatial visualization	aptitude for seeing an object in two or three dimensions by creative thinking and perspective
211	Design	conceive an idea in the mind with capacity to develop or sketch it
212	Edit	prepare, correct and complete written or filmed work.
213	Generate ideas	creative ability to brainstorm or use "out of the box" thinking skills
214	Develop concepts	ability to create a step by step approach to determine the next phases for implementing an idea into an action plan
215	Artistic	aptitude for creative expression and original ideas

3. The third category is social skills using relationship-building:

CODE	LABEL	DESCRIPTION
301	Verbal ability	communicate thoughts into concise and understandable words
302	Public speaking	comfortable influencing and persuading others in a group setting
303	Keeps confidentiality	Keep all matters strictly private by not disclosing restricted information
304	Instruct/teach	ability to explain a theory or concept in understandable ways
305	Explain a concept	ability to take a complex idea and simplify it with words and examples
306	Help others	ability to assist individuals or groups in a productive manner
307	Attentive listener	attend to and respond while focusing on what a person is saying
308	Delegate	assign tasks to others in a sequential and organized manner
309	Sell a product	influence a customer to purchase and complete a transaction
310	Direct a project	guide others while completing necessary processes to meet a goal
311	Reach goals	accomplish outcomes by meeting deadlines and expectations
312	Negotiate	cooperative ability to discuss with others until agreement is reached
313	Persuade	ability to convince or overcome resistance to a product, idea or belief
314	Evaluate	objectively assess or judge a situation, person or idea
315	Works with a team	thrives in opportunity to collaborate with others in team setting

4. **The fourth category is office skills using data and information:**

CODE	LABEL	DESCRIPTION
401	Reading comprehension	understand the meaning and gain information of written words
402	Monitor processes	regulating, observing and supervising a structured work activity
403	Probing	investigate, search or explore facts
404	Computer literacy	basic understanding of computer technology and devices
405	Plan	arrange and prepare for future by outline, sketch or ideas
406	Collecting data	gather information from various sources
407	Interpret data	understand the meaning or inferences of information
408	Make decisions	drawing conclusions by evaluating information
409	Organized	systemize and categorize people, data or things
410	Time management	ability to effectively control the duration and focus of time
411	Detail-oriented	ensure all aspects of a task are accomplished accurately
412	Work with computer software	basic understanding and ability to use software applications
413	Keep records	maintain and preserve data for decision-making purposes
414	Financial analysis	collect, crunch and interpret data for budgeting purposes
415	Project management	Administer, supervise and direct flow and outcome of a plan
416	Budget	resourceful planning and spending within an allocated amount
417	Follow instructions	ability to adhere to guidelines and parameters of a task

Personal Traits Needed for Current Jobs (refer to pages 5 and 6 of the survey form)

1. Personal character traits are intrinsic qualities that exemplify positive attributes.

CODE	LABEL	DESCRIPTION
501	Honesty	truthfulness with integrity
502	Methodical	precise, accurate and careful when completing tasks
503	Strong work ethic	exhibit high degree of effort in work performance
504	Reliability	consistent, steadfast and dependable
505	Professionalism	business-like appearance and attitude
506	Dedication	committed to accomplishing work in successful manner
507	Focused on task	strong concentration and motivation to accomplish work
508	Punctual	consistently on time and prompt
509	Adaptable	flexible to changing environment or circumstances
510	Respectful	shows consideration of others
511	Role model for others	Conducts business in a way others admire and emulate

2. Motivation traits are instinctive qualities that engage an individual to set and accomplish goals.

CODE	LABEL	DESCRIPTION
601	Self confidence	poise and assurance of ability to succeed
602	Industrious	hard-working and resourceful
603	Challenge status quo	knows how to effectively confront process improvement
604	Success driven	determined to exceed expectations
605	Continuous improvement	seeks new ways to increase productivity
606	Ambitious	strives to accomplish greater goals while not settling for what has always been done before
607	Self-management	awareness of how behavior, attitude and language affects others
608	Achieves goals	pursues and reaches the completion of objective or purpose
609	Informed risk-taker	assesses possible outcomes of a decision and plans accordingly while taking action
610	Take the initiative	can propose independent ideas or invent new solutions and products
611	Inspires others	motivates and encourages others to succeed
612	Tenacity	Persistence and adherence to achieving a goal

3. Social traits are internal qualities that enable an individual to relate easily with others including teams.

CODE	LABEL	DESCRIPTION
701	Resolves conflict	collaborative and open when solving problems
702	Cooperative	contributes in a positive way to a group or individual
703	Team-player	works well with others on a project by accomplishing delegated tasks
704	Compassionate	exhibits concern for the welfare of others
705	Caring	extends kindness and consideration to others
706	Tactful	sensitive and thoughtful in language or actions
707	Seeks feedback	open attitude toward comments and advice from others
708	Courteous	well-mannered and civil
709	Persuasive	can influence, win over or convince others
710	Clearly expresses ideas	communicates in a concise and coherent way
711	Fosters collaboration	Facilitates opportunities for others to work together
712	Likable personality	Easy to get along with and genuinely friendly
713	Open to constructive criticism	receives evaluation and constructive comments for improvement in a receptive posture

4. **Intellectual traits are innate qualities that enhance an individual's capacity for knowledge and understanding.**

CODE	LABEL	DESCRIPTION
801	**Curiosity**	discovers new ideas in methods, procedures and products
802	**Inquiring mind**	strong bent toward intellectual challenges
803	**Rational**	logical, objective and realistic when implementing ideas
804	**Effective problem-solver**	can quickly assess difficulty or crisis and manage it in efficient manner
805	**Creativity**	original, innovative and ingenious
806	**Decision-maker**	solid determination in making choices after assessing likely outcomes
807	**Deductive reasoning**	can identify solutions using available resources
808	**Willingness to learn**	constantly learning new ways of accomplishing tasks
809	**Forward thinking (to future)**	Always looking ahead for future possibilities and opportunities yet discovered or implemented

Thank you so much for your invaluable participation in the Workforce Opportunity Project.

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