

WORK ADJUSTMENT MODEL SKILLS AND ABILITIES		VIII. SELLING:	XI. LEADING AND INFLUENCING:
	8. Use of tools &/or equipment		
	9. Writing technical reports	1. Applying knowledge of product to be sold	1. Applying advanced logic and scientific thinking to solve complex problems
	10. Read meters, dials, and/or gauges	2. Discussing features of products or services convincingly to gain trust and confidence of potential buyers	2. Understanding symbolic language, computer technology, technical terms, charts, and/or graphs in dealing with numerical and statistical data
I. ARTISTIC:	11. Move or lift weights	3. Computing costs, mark ups, and/or profit margins	3. Speaking and writing clearly and accurately
1. Knowledge of rules of grammar	12. Knowing/applying principles of mathematics	4. Preparing sales contracts and/or purchase orders	4. Using judgment and known facts to make decisions
2. Extensive vocabulary		5. Finding errors in figures or wording in sales documents	5. Understanding and applying basic teaching principles to specialized problems
3. Writing creatively	V. MECHANICAL:	6. Make change and/or compute percentages	6. Developing training materials
4. Ability to attract attention and/or influence opinions	1. Knowing and applying principles of mathematics, geometry and engineering	7. Record keeping	7. Using organized systems for acquiring and maintaining collections of books and materials
5. Decision making	2. Forming mental images of objects or structures	8. Talking easily and persuasively to people	8. Applying research methods and theories to solve problems
6. Familiarity with artistic principles, techniques, and/or color tones	3. Rendering drawings, designs, and/or layouts	9. Being physically active and alert	9. Writing understandable reports to communicate ideas and information
7. Spatial perception	4. Using charts, blueprints, and/or plans	IX. ACCOMMODATING:	10. Understanding, interpreting, and applying legal vocabulary, procedures, principles, and laws
8. Poise and self confidence	5. Using numbers to plan budgets	1. Talking easily with people	11. Analyzing, applying and interpreting mathematical information, editing written materials
9. Memorizing	6. Writing technical reports	2. Using judgment and reasoning in coping with emergencies	12. Drawing sketches to illustrate ideas
10. Voice Inflection	7. Making decisions	3. Directing and/or participating in recreational and/or social activities	13. Knowing and interpreting regulations
11. Conveying ideas and/or emotions through body movements, etc.	8. Directing work of others	4. Applying knowledge of hair and/or skin care and/or treatment	XII. PHYSICAL PERFORMING:
II. SCIENTIFIC:	9. Reacting to emergencies	5. Interpreting instructions presented in oral, written or graphic form	1. Knowing rules of specialty sport or game
1. Use of logic and/or scientific knowledge	10. Making decisions or judgments affecting passenger safety	6. Applying reasoning, knowledge of traffic rules, and driving skills to operate vehicles or instruct others	2. Teaching specialty to individuals and groups
2. Understanding, interpreting, and expressing complex, technical, and/or scientific information	11. Calculate object dimensions, material amounts needed, and/or material costs	7. Judging distances and/or speeds to avoid accidents	3. Coordinating eyes, hands, body and foot movement skillfully
3. Determining differences in texture, color, shape, and/or size of objects	12. Using hand tools or machines in constructing, making or repairing objects	8. Reading traffic signs	4. Demonstrating poise and confidence during a performance
4. Decision making	13. Read meters, dials, & gauges	9. Following instructions regarding time schedules, use of meters, and/or routes	5. Risking physical injury
5. Interpreting & reporting technical &/or scientific data	14. Determine quality, grade, and workmanship	10. Counting money and/or keeping fare records	6. Knowing / Applying principles of mathematics
6. Staying cool and calm during emergencies	15. Eye, hand and finger coordination	11. Using common sense and basic language and math skills to carry out instructions, total costs, make change, and/or fill out forms	7. Extensive Vocabulary
7. Following technical instructions	VI. INDUSTRIAL:	12. Getting along with all types of people	8. Basic principles of writing
8. Use math skills in metric &/ or English units to count, measure objects	1. Reading blueprints, wiring diagrams, other work specifications	X. HUMANITARIAN:	9. Memorizing movement
III. PLANTS AND ANIMALS:	2. Eye, hand and finger coordination	1. Applying logic and special training to counsel individuals or assist them in defining and solving social, personal, or other related problems	10. Interpreting and/or writing instructions presented in oral, written or graphic forms
1. Applying knowledge and techniques to plan and/or direct activities associated with growing, breeding and/or caring for plants and /or animals	3. Following oral and written instructions	2. Gaining trust and/or confidence of people by demonstrating interest in and desire to help people	11. Using special skills in attending to needs of specific individuals or groups
2. Keeping financial and production records and reports	4. Use math skills to count and/or measure objects and/or keep inspection records	3. Keeping records and writing investigative reports	12. Use equipment and/or instruments and/or collect data
3. Working outdoors	5. Perform repetitious uncomplicated work	4. Communicating effectively with people	13. Understanding physical wellness impacts mental wellness
4. Overseeing, negotiating and/or dealing with people in different work situations	6. Follow simple directions	5. Applying technical knowledge, common sense, and special medical skills to care for or treat sick or handicapped people	14. Develop goals & plans to enhance performance for individual or groups
5. Engaging in manual work	7. Observe safety rules	6. Adapting quickly to emergency situations	
6. Use of tools and/or equipment	8. Move or lift varying weights	7. Using special skills in attending to needs of specific individuals or group	
7. Engaging in required physical work to keep surroundings (such as pet shops, zoos, circuses, aquariums, and racing stables) clean	VII. BUSINESS DETAIL:	8. Use equipment and instruments and collect medical data	
8. Following instructions	1. Planning own or others' work program	9. Ability to read charts, graphs	
IV. PROTECTIVE:	2. Perform clerical functions	10. Interpret and/or report medical or scientific data	
1. Knowledge of safety rules, laws, and/or regulations	3. Operating office equipment		
2. Using tact and courtesy to work and deal with people	4. Proofing copy to correct errors in spelling, grammar, & punctuation		
3. Knowledge of rules of writing & grammar	5. Speaking distinctly		
4. Decision making	6. Knowing & using basic math skills to compute costs of items purchased & make change		
5. Poise & Self-confidence	7. Dealing tactfully and courteously with the public		
6. Staying cool & calm during emergencies			
7. Following technical instructions			