

# State of TN Competencies/ KSAs



## List of Competencies/KSAs

The comprehensive list of competencies and KSAs (including competencies from Lominger International and KSAs from O\*NET) should be used for inferring Competencies/KSAs from task statements. As new Competencies/KSAs are developed, they should be added to the list. EDCC staff should update the reference list as necessary.

Tennessee Department of  
Human Resources

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# Competencies

## *Strategic Competencies*

1. **Business Acumen** — Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her organization; knows the competition is aware of how strategies and tactics work in the marketplace.
2. **Creativity** – Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
3. **Dealing with Ambiguity** – Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
4. **Decision Quality** – Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
5. **Functional/Technical Competency** — Has the functional and technical knowledge and skills to do the job at a high level of performance.
6. **Innovation Management** – Is good at bringing the creative ideas of others to market; has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace.
7. **Intellectual Horsepower** – Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable, and agile.
8. **Learning on the Fly** – Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
9. **Perspective** – Looks toward the broadest possible view of an issue/challenge; has broad-ranging personal and business interests and pursuits; can easily pose future scenarios; can think globally; can discuss multiple aspects and impacts of issues and project them into the future.

10. **Problem Solving** – Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
11. **Strategic Agility** – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
12. **Technical Learning** – Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars.

## *Operating Competencies*

1. **Delegation** – Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports and others finish their own work.
2. **Developing Direct Reports and Others** – Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; cooperates with the developmental system in the organization; is a people builder.
3. **Directing Others** – Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.
4. **Informing** – Provides the information people need to know to do their jobs and feel good about being a member of the team, unit, and/or organization; provides individuals information so that they can make accurate decisions; is timely with information.
5. **Managing Through Systems** – Can design practices, processes, and procedures which allow managing from a distance; is comfortable letting things manage themselves without intervening; can make things work through others without being there; can impact people and results remotely.

6. **Organizing** – Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
7. **Planning** – Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
8. **Priority Setting** — Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
9. **Process Management** – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
10. **Time Management** – Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
11. **Timely Decision Making** – Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
12. **Total Work Systems** – Is dedicated to providing organization or enterprise-wide common systems for designing and measuring work processes; seeks to reduce variances in organization processes; delivers the highest-quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; leverages technology to positively impact quality; is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.

## *Courage Competencies*

1. **Command Skills** – Relishes leading; takes unpopular stand if necessary; encourages direct and tough debate but isn't afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.

2. **Conflict Management** – Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
3. **Confronting Direct Reports** – Deals with problem direct reports firmly and in a timely manner; doesn't allow problems to fester; regularly reviews performance and holds timely discussions; can make negative decisions when all other efforts fail; deals effectively with troublemakers.
4. **Hiring and Staffing** – Has a nose for talent; hires the best people available from inside or outside; is not afraid of selecting strong people; assembles talented staffs.
5. **Managerial Courage** – Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.
6. **Sizing Up People** – Is a good judge of talent; after reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization; can accurately project what people are likely to do across a variety of situations.
7. **Standing Alone** – Will stand up and be counted; doesn't shirk personal responsibility; can be counted on when times are tough; willing to be the only champion for an idea or position; is comfortable working alone on a tough assignment.

### *Energy and Drive Competencies*

1. **Action Oriented** – Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
2. **Drive for Results** – Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
3. **Perseverance** – Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

## *Organizational Positioning Competencies*

1. **Career Ambition** – Knows what he/she wants from a career and actively works on it; is career knowledgeable; makes things happen for self; markets self for opportunities; doesn't wait for others to open doors.
2. **Comfort Around Higher Management** – Can deal comfortably with more senior managers; can present to more senior managers without undue tension and nervousness; understands how senior managers think and work; can determine the best way to get things done with them by speaking their language and responding to their needs; can craft approaches likely to be seen as appropriate and positive.
3. **Organizational Agility** – Knowledgeable about how organizations work; knows how to get things done both through formal channels and the information network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.
4. **Political Savvy** – Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views organizational politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.
5. **Presentation Skills** – Is effective in a variety of formal presentation settings (one-on-one, small and large groups, with peers, direct reports, and bosses); is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group processes during the presentation; can change tactics midstream when something isn't working.
6. **Written Communications** – Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

## *Personal and Interpersonal Competencies*

1. **Approachability** – Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
2. **Boss Relationships** – Responds and relates well to bosses; would work harder for a good boss; is open to learning from bosses who are good coaches and who provide latitude; likes to learn from those who have been there before; easy to challenge and develop; is comfortably coachable.

3. **Building Effective Teams** – Blends people to teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
4. **Caring About Direct Reports** – Is interested in the work and non-work lives of direct reports; asks about their plans, problems, and desires; knows about their concerns and questions; is available for listening to personal problems; monitors workloads and appreciates extra effort.
5. **Compassion** – Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.
6. **Composure** – Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
7. **Customer Focus** – Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
8. **Dealing with Paradox** – Can act in ways that seem contradictory; is very flexible and adaptable when facing tough calls; can combine seeming opposites like being compassionately tough, stand up for self without trampling others, set strong but flexible standards; can act differently depending upon the situation; is seen as balanced despite the conflicting demands of the situation.
9. **Ethics and Values** – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
10. **Fairness to Direct Reports** – Treats direct reports equitably; acts fairly; has candid discussions; doesn't have hidden agendas; doesn't give preferential treatment.
11. **Humor** – Has a positive and constructive sense of humor; can laugh at himself/herself and with others; is appropriately funny and can use humor to ease tension.

12. **Integrity and Trust** – Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent himself/herself for personal gain.
13. **Interpersonal Savvy** – Relates well to all kinds of people (up, down, and sideways, inside and outside the organization); builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
14. **Listening** – Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
15. **Managing Diversity** – Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages, and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
16. **Managing Vision and Purpose** – Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.
17. **Motivating Others** – Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
18. **Negotiating** – Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
19. **Patience** – Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established processes.
20. **Peer Relationships** – Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

21. **Personal Disclosure** – Shares his/her thoughts about personal strengths, weaknesses, and limitations; admits mistakes and shortcomings; is open about personal beliefs and feelings; is easy to get to know to those who interact with him/her regularly.
22. **Personal Learning** – Picks up on the need to change personal, interpersonal, and managerial behavior quickly; watches others for their reactions to his/her attempts to influence and perform, and adjusts accordingly; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly.
23. **Self-Development** – Is personally committed to and actively works to continuously improve himself/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
24. **Self-Knowledge** – Knows personal strengths, weakness, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+’s and –’s) performance reviews and career discussions
25. **Understanding Others** – Understands why groups do what they do; picks up the sense of the group in terms of positions, intentions, needs, what they value, and how to motivate them; can predict what groups will do across different situations.
26. **Work/Life Balance** – Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; gets what he/she wants from both.

# KSAs – Knowledge

1. **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. **Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
3. **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
4. **Chemistry** — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
5. **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
6. **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
7. **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
8. **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
9. **Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
10. **Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
11. **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

12. **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
13. **Fine Arts** — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
14. **Food Production** — Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
15. **Foreign Language** — Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.
16. **Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
17. **Geology** — Knowledge of the Earth and theories and applications related to its form and composition, the changes it has undergone, and the dynamic forces shaping it today.
18. **History and Archeology** — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
19. **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
20. **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
21. **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
22. **Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
23. **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

24. **Philosophy and Theology** — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
25. **Physics** — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub- atomic structures and processes.
26. **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
27. **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
28. **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
29. **Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
30. **Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
31. **Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
32. **Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
33. **Transportation** — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

# KSAs – Skills

## *Basic Skills*

1. **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
2. **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. **Mathematics** — Using mathematics to solve problems.
6. **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
8. **Science** — Using scientific rules and methods to solve problems.
9. **Speaking** — Talking to others to convey information effectively.
10. **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

## *Social Skills*

1. **Coordination** — Adjusting actions in relation to others' actions.
2. **Instructing** — Teaching others how to do something.
3. **Negotiation** — Bringing others together and trying to reconcile differences.
4. **Persuasion** — Persuading others to change their minds or behavior.
5. **Service Orientation** — Actively looking for ways to help people.

6. **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

## *Complex Problem Solving Skills*

1. **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## *Technical Skills*

1. **Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
2. **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
3. **Installation** — Installing equipment, machines, wiring, or programs to meet specifications.
4. **Operation and Control** — Controlling operations of equipment or systems.
5. **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
6. **Operations Analysis** — Analyzing needs and product requirements to create a design.
7. **Programming** — Writing computer programs for various purposes.
8. **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
9. **Repairing** — Repairing machines or systems using the needed tools.
10. **Technology Design** — Generating or adapting equipment and technology to serve user needs.
11. **Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

## *Systems Skills*

1. **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

2. **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
3. **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

### *Resource Management Skills*

1. **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.
2. **Management of Material Resources** — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
3. **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
4. **Time Management** — Managing one's own time and the time of others.

# KSAs – Abilities

## *Cognitive Abilities*

1. **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
2. **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
3. **Flexibility of Closure** — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
4. **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
5. **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
6. **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
7. **Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.
8. **Memorization** — The ability to remember information such as words, numbers, pictures, and procedures.
9. **Number Facility** — The ability to add, subtract, multiply, or divide quickly and correctly.
10. **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
11. **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
12. **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
13. **Perceptual Speed** — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be

presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

14. **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
15. **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
16. **Spatial Orientation** — The ability to know your location in relation to the environment or to know where other objects are in relation to you.
17. **Speed of Closure** — The ability to quickly make sense of, combine, and organize information into meaningful patterns
18. **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
19. **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
20. **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
21. **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

## *Psychomotor Abilities*

1. **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
2. **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
3. **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
4. **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

5. **Multilimb Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
6. **Rate Control** — The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
7. **Reaction Time** — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
8. **Response Orientation** — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
9. **Speed of Limb Movement** — The ability to quickly move the arms and legs.
10. **Wrist-Finger Speed** — The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

### *Physical Abilities*

1. **Dynamic Flexibility** — The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.
2. **Dynamic Strength** — The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
3. **Explosive Strength** — The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
4. **Extent Flexibility** — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
5. **Gross Body Coordination** — The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
6. **Gross Body Equilibrium** — The ability to keep or regain your body balance or stay upright when in an unstable position.
7. **Stamina** — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
8. **Static Strength** — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

9. **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

## *Sensory Abilities*

1. **Auditory Attention** — The ability to focus on a single source of sound in the presence of other distracting sounds.
2. **Depth Perception** — The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
3. **Far Vision** — The ability to see details at a distance.
4. **Glare Sensitivity** — The ability to see objects in the presence of glare or bright lighting.
5. **Hearing Sensitivity** — The ability to detect or tell the differences between sounds that vary in pitch and loudness.
6. **Near Vision** — The ability to see details at close range (within a few feet of the observer).
7. **Night Vision** — The ability to see under low light conditions.
8. **Peripheral Vision** — The ability to see objects or movement of objects to one's side when the eyes are looking ahead.
9. **Sound Localization** — The ability to tell the direction from which a sound originated.
10. **Speech Clarity** — The ability to speak clearly so others can understand you.
11. **Speech Recognition** — The ability to identify and understand the speech of another person.
12. **Visual Color Discrimination** — The ability to match or detect differences between colors, including shades of color and brightness.