

Human Skills

Those skills which provide the basic foundation to get and keep a job and to achieve the best results

	5	4	3	2	1	0	Total
Assumes accountability for his/her actions	121	28	3	2	1	1	156
Can plan and manage time and other resources to achieve goals	97	39	15	3	1	1	156
Assumes a positive attitude toward change	101	37	11	3	2	2	156
Recognizes the need to lifelong learning, and possess the capacity to do so	69	61	21	3	1	1	156
Assumes social awareness, cultural, global and environmental responsibilities	34	63	27	21	8	3	156

Communication Skills

The arrangement of skills and behaviors required to create and maintain effective relationships with others on a job and to achieve the best results

Is able to express ideas verbally, one to one or to groups	112	14	7	4	2	1	140
Is able to present a good logical argument	59	42	5				106
Is able to comprehend and write effective reports and documentation	51	63	32	7	2	1	156
Is able to use the listening skills and give feedback	89	45	11	6	3	2	156
Understands and speaks the languages in which business is conducted	94	49	8	2	2	1	156

Professional Skills

The combination of skills, attitudes and behaviors required to progress on a job and to achieve the best results

Is able to function effectively in group – teamwork	121	24	6	3	2		156
Is able to set goals and priorities and work independently	96	51	5	2	2		156

Is able to carry out leader/ manager's instructions	67	77	8	2	2	156
Is able to identify and suggest new ideas to get the job done – creativity	47	94	9	3	3	156
Behaves professionally and practices good ethics	127	14	11	2	2	156

Technical Skills

The ability to apply the key competences of the educational/ training area to be an invaluable worker on a job and to achieve the best results

Is able to apply knowledge	98	45	7	3	3	156
Is able to extract information	81	63	7	3	2	156
Designs solutions for problems	89	52	11	2	2	156
Is able to identify, formulate, research and analyze data to solve complex problems	61	78	12	3	2	156
Reads, comprehends and uses written materials including graphs, charts and displays	45	71	14	22	4	156

Engineering Companies, IT, Architecture 63

Health care, pharmacies, hospitals 30

Consumer services, banks, retails, etc 31

Education 32

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Public 17

Private 137

International organization 2