

# SCANS Skills Chart

## Foundation Skills

### BASIC SKILLS

**Reading** - Locates, understands and interprets written information in documents such as manuals, graphs, and schedules

**Writing** - Communicates thoughts, ideas, information and messages in writing; and creates documents such as letters, reports and graphs

**Arithmetic/Mathematics** - Performs basic computations by choosing appropriately from a variety of mathematical techniques

**Listening** - Receives, interprets, and responds to verbal messages

**Speaking** - Organizes ideas and communicates orally

### THINKING SKILLS

**Creative Thinking** - Generates new ideas

**Decision Making** - Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives

**Problem Solving** - Recognizes problems, devises and implements plan of action

**Visualization** - Organizes and processes symbols, pictures, graphs, objects and other information

**Knowing How To Learn** - Uses learning techniques to acquire and apply new knowledge and skills

**Reasoning** - Identifies principals underlying the relationship between two or more objectives and applies it in solving a problem

### PERSONAL QUALITIES

**Responsibility** - Displays high standards in approaching and completing tasks

**Self-Esteem** - Believes in own self-worth and maintains a positive view of self

**Sociability** - Demonstrates understanding and courtesy to others

**Self-Management** - Sets personal goals, monitors progress, and exhibits self-control

**Honesty/Integrity** - Chooses ethical courses of action

## Workplace Competencies

### RESOURCES

**Time** - Identifies activities, prioritizes, allocates time, and prepares and follows schedules

**Money** - Uses or prepares budgets, keeps records, and makes adjustments to meet objectives

**Materials and Facilities** - Acquires, stores, allocates and uses materials or space efficiently

**Human Resources** - Assesses skills and distributes work accordingly, evaluates performance and provides feedback

### INTERPERSONAL

**Skills** - Team member - contributes to group effort

**Teaches Others New Skills** - Helps others learn

**Serves Clients/Customers** - Works to satisfy customers' expectations

**Exercises Leadership** - Communicates ideas, persuades others, responsibly challenges existing procedures and policies

**Negotiates** - Works toward agreements involving diverse interests

**Works with Diversity** - Respects differences

### MANAGING INFORMATION

**Acquires and Evaluates Information**

**Organizes and Maintains Information**

**Interprets and Communicates Information**

**Uses Computers to Process Information**

### WORKING SYSTEMS

**Understands Systems** - Know how social, organizational, and technological systems work and operates effectively with them

**Monitors and Corrects Performance** - Distinguishes trends, predicts impact, diagnoses variances and makes corrections

**Improves or Designs Systems** - Suggests modifications to existing systems and develops new or alternative systems to improve performance

### WORKING WITH TECHNOLOGY

**Selects Technology** - Chooses procedures, tools or equipment including computers and related technologies

**Applies Technologies to Task** - Understands overall intent and proper procedures for setup and operations of equipment

**Maintains and Troubleshoots Equipment** - Prevents, identifies, or solves problems with equipment, including computers and other technologies

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