

## Skills

- Along with skills in your field, employers seek additional skills
  - About how you think systems through
  - About how you work within a team
  - Mindset and logic skills
  - Critical thinking skills

## Top 11 Skills

- 1. Critical thinking
  - Ability to use logic and reasoning
- 2. Complex problem solving
  - Ability to identify problem, review related information to develop solutions, implement solutions, evaluate results
- 3. Judgment and decision making
  - Consider possibilities, benefits of potential actions, relative costs, choose appropriate actions
- 4. Public presentation
  - Ability to speak in public, do presentations
  - Presenting yourself in a positive way

## Top 11 Skills

- 5. Active Listening
  - Actually listen to what others say, be attentive, take time to understand their points, ask appropriate questions
- 6. Computers and electronics
  - At least basic knowledge of computers, any hardware and software needed for the job
  - Comfort with computers
- 7. Mathematics and statistics
  - Knowledge of basic math and statistics
  - Ability to look up, understand and apply formulas

## Top 11 Skills

- 8. Operations and systems analysis
  - Ability to determine how a system or operation should work
  - Understanding the needs of a particular analysis design
- 9. Monitoring & assessment
  - Ability to do this for yourself and others in constructive way
  - Ability to make corrections, take action
- 10. Programming
  - Writing computer programming
- 11. Sales and marketing
  - Know methods of selling services or products, strategy, demonstrations