

## Definitions used in the OECD Skills for Jobs database

### Abilities

<b>Arm-Hand Steadiness</b> The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
<b>Attentiveness</b> Abilities related to application of attention
<b>Auditory and Speech Abilities</b> Abilities related to auditory and oral input
<b>Auditory Attention</b> The ability to focus on a single source of sound in the presence of other distracting sounds.
<b>Category Flexibility</b> The ability to generate or use different sets of rules for combining or grouping things in different ways.
<b>Control Movement Abilities</b> Abilities related to the control and manipulation of objects in time and space
<b>Control Precision</b> The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
<b>Deductive Reasoning</b> The ability to apply general rules to specific problems to produce answers that make sense.
<b>Depth Perception</b> 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.
<b>Dynamic Flexibility</b> The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.
<b>Dynamic Strength</b> The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
<b>Endurance</b> The ability to exert oneself physically over long periods without getting out of breath
<b>Explosive Strength</b> The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
<b>Extent Flexibility</b> The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
<b>Far Vision</b> The ability to see details at a distance.
<b>Fine Manipulative Abilities</b> Abilities related to the manipulation of objects
<b>Finger Dexterity</b> The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

<p><b>Flexibility of Closure</b> The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.</p>
<p><b>Flexibility, Balance and Coordination</b> Abilities related to the control of gross body movements</p>
<p><b>Fluency of Ideas Abilities</b> 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).</p>
<p><b>Glare Sensitivity</b> The ability to see objects in the presence of glare or bright lighting.</p>
<p><b>Gross Body Coordination</b> The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.</p>
<p><b>Gross Body Equilibrium</b> The ability to keep or regain your body balance or stay upright when in an unstable position.</p>
<p><b>Hearing Sensitivity</b> The ability to detect or tell the differences between sounds that vary in pitch and loudness.</p>
<p><b>Inductive Reasoning</b> The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</p>
<p><b>Information Ordering</b> 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).</p>
<p><b>Manual Dexterity</b> The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.</p>
<p><b>Mathematical Reasoning</b> The ability to choose the right mathematical methods or formulas to solve a problem.</p>
<p><b>Memorization Abilities</b> The ability to remember information such as words, numbers, pictures, and procedures.</p>
<p><b>Memory Abilities</b> Abilities related to the recall of available information</p>
<p><b>Multilimb Coordination</b> 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.</p>
<p><b>Near Vision</b> The ability to see details at close range (within a few feet of the observer).</p>
<p><b>Night Vision</b> The ability to see under low light conditions.</p>
<p><b>Number Facility</b> The ability to add, subtract, multiply, or divide quickly and correctly.</p>
<p><b>Oral Comprehension</b> The ability to listen to and understand information and ideas presented through spoken words and sentences.</p>
<p><b>Oral Expression</b> The ability to communicate information and ideas in speaking so others will understand.</p>

<p><b>Originality</b> 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.</p>
<p><b>Perceptual Abilities</b> Abilities related to the acquisition and organization of visual information</p>
<p><b>Perceptual Speed</b> 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.</p>
<p><b>Peripheral Vision</b> The ability to see objects or movement of objects to one's side when the eyes are looking ahead.</p>
<p><b>Physical Strength</b> Abilities related to the capacity to exert force</p>
<p><b>Problem Sensitivity</b> 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.</p>
<p><b>Quantitative Abilities</b> Abilities that influence the solution of problems involving mathematical relationships</p>
<p><b>Rate Control</b> 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.</p>
<p><b>Reaction Time</b> The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.</p>
<p><b>Reaction Time and Speed Abilities</b> Abilities related to speed of manipulation of objects</p>
<p><b>Reasoning Abilities</b> Abilities that influence the application and manipulation of information in problem solving</p>
<p><b>Response Orientation</b> 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.</p>
<p><b>Selective Attention</b> The ability to concentrate on a task over a period of time without being distracted.</p>
<p><b>Sound Localization</b> The ability to tell the direction from which a sound originated.</p>
<p><b>Spatial Abilities</b> Abilities related to the manipulation and organization of spatial information</p>
<p><b>Spatial Orientation Abilities</b> The ability to know your location in relation to the environment or to know where other objects are in relation to you.</p>
<p><b>Speech Clarity</b> The ability to speak clearly so others can understand you.</p>
<p><b>Speech Recognition</b> The ability to identify and understand the speech of another person.</p>
<p><b>Speed of Closure</b> The ability to quickly make sense of, combine, and organize information into meaningful patterns.</p>

<b>Speed of Limb Movement</b> The ability to quickly move the arms and legs.
<b>Stamina</b> The ability to exert yourself physically over long periods of time without getting winded or out of breath.
<b>Static Strength</b> The ability to exert maximum muscle force to lift, push, pull, or carry objects.
<b>Time Sharing Abilities</b> The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
<b>Trunk Strength</b> 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.
<b>Verbal Abilities</b> Abilities that influence the acquisition and application of verbal information in problem solving
<b>Visual Abilities</b> Abilities related to visual sensory input
<b>Visual Color Discrimination</b> The ability to match or detect differences between colors, including shades of color and brightness.
<b>Visualization Abilities</b> The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
<b>Wrist-Finger Speed</b> The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
<b>Written Comprehension</b> The ability to read and understand information and ideas presented in writing.
<b>Written Expression</b> The ability to communicate information and ideas in writing so others will understand.

## Skills

<b>Active Learning</b> Understanding the implications of new information for both current and future problem-solving and decision-making.
<b>Active Listening</b> 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.
<b>Basic Skills (Content)</b> Developed capacities that facilitate learning or the more rapid acquisition of knowledge
<b>Basic Skills (Process)</b> Developed capacities that facilitate learning or the more rapid acquisition of knowledge
<b>Complex Problem Solving</b> Developed capacities used to solve novel, ill-defined problems in complex, real-world settings
<b>Coordination</b> Adjusting actions in relation to others' actions.
<b>Critical Thinking</b> Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

<b>Equipment Maintenance</b> Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
<b>Equipment Selection</b> Determining the kind of tools and equipment needed to do a job.
<b>Installation</b> Installing equipment, machines, wiring, or programs to meet specifications.
<b>Instructing</b> Teaching others how to do something.
<b>Judgment and Decision Making</b> Considering the relative costs and benefits of potential actions to choose the most appropriate one.
<b>Learning Strategies</b> Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
<b>Management of Financial Resources</b> Determining how money will be spent to get the work done, and accounting for these expenditures.
<b>Management of Material Resources</b> Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
<b>Management of Personnel Resources</b> Motivating, developing, and directing people as they work, identifying the best people for the job.
<b>Mathematics</b> Using mathematics to solve problems.
<b>Monitoring</b> Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
<b>Negotiation</b> Bringing others together and trying to reconcile differences.
<b>Operation and Control</b> Controlling operations of equipment or systems.
<b>Operation Monitoring</b> Watching gauges, dials, or other indicators to make sure a machine is working properly.
<b>Operations Analysis</b> Analyzing needs and product requirements to create a design.
<b>Persuasion</b> Persuading others to change their minds or behavior.
<b>Programming</b> Writing computer programs for various purposes.
<b>Quality Control Analysis</b> Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
<b>Reading Comprehension</b> Understanding written sentences and paragraphs in work related documents.
<b>Repairing</b> Repairing machines or systems using the needed tools.
<b>Resource Management</b> Developed capacities used to allocate resources efficiently

<b>Science</b> Using scientific rules and methods to solve problems.
<b>Service Orientation</b> Actively looking for ways to help people.
<b>Social Perceptiveness</b> Being aware of others' reactions and understanding why they react as they do.
<b>Social Skills</b> Developed capacities used to work with people to achieve goals
<b>Speaking</b> Talking to others to convey information effectively.
<b>Systems Analysis</b> Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
<b>Systems Evaluation</b> Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
<b>Systems Skills</b> Developed capacities used to understand, monitor, and improve socio-technical systems
<b>Technical Skills</b> Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems
<b>Technology Design</b> Generating or adapting equipment and technology to serve user needs.
<b>Time Management</b> Managing one's own time and the time of others.
<b>Troubleshooting</b> Determining causes of operating errors and deciding what to do about it.
<b>Writing</b> Communicating effectively in writing as appropriate for the needs of the audience.

## Knowledge

<b>Administration and Management</b> 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.
<b>Arts and Humanities</b> Knowledge of facts and principles related to the branches of learning concerned with human thought, language, and the arts.
<b>Biology</b> Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
<b>Building and Construction</b> Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
<b>Business and Management</b> Knowledge of principles and facts related to business administration and accounting, human and material resource management in organizations, sales and marketing, economics, and office information and organizing systems

<p><b>Chemistry</b>  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.</p>
<p><b>Clergy</b>  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.</p>
<p><b>Communications</b>  Knowledge of the science and art of delivering information</p>
<p><b>Communications and Media</b>  Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.</p>
<p><b>Computers and Electronics</b>  Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p>
<p><b>Customer and Personal Service</b>  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.</p>
<p><b>Design</b>  Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.</p>
<p><b>Economics and Accounting</b>  Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.</p>
<p><b>Education and Training</b>  Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p>
<p><b>Engineering and Technology</b>  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.</p>
<p><b>Engineering, Mechanics and Technology</b>  Knowledge of the design, development, and application of technology for specific purposes.</p>
<p><b>Fine Arts</b>  Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.</p>
<p><b>Food Production</b>  Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.</p>
<p><b>Geography</b>  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.</p>
<p><b>Health Services</b>  Knowledge of principles and facts regarding diagnosing, curing, and preventing disease, and improving and preserving physical and mental health and well-being</p>
<p><b>History and Archeology</b>  Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.</p>

<p><b>Law and Government</b>  Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.</p>
<p><b>Law and Public Safety</b>  Knowledge of regulations and methods for maintaining people and property free from danger, injury, or damage; the rules of public conduct established and enforced by legislation, and the political process establishing such rules.</p>
<p><b>Manufacturing and Production</b>  Knowledge of principles and facts related to the production, processing, storage, and distribution of manufactured and agricultural goods</p>
<p><b>Mathematics</b>  Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.</p>
<p><b>Mathematics and Science</b>  Knowledge of the history, theories, methods, and applications of the physical, biological, social, mathematical, and geography</p>
<p><b>Mechanics</b>  Knowledge of machines and tools, including their designs, uses, repair, and maintenance.</p>
<p><b>Medicine and Dentistry</b>  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.</p>
<p><b>Personnel and Human Resources</b>  Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.</p>
<p><b>Philosophy and Theology</b>  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.</p>
<p><b>Physics</b>  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.</p>
<p><b>Production and Processing</b>  Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.</p>
<p><b>Psychology</b>  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.</p>
<p><b>Public Safety and Security</b>  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.</p>
<p><b>Sales and Marketing</b>  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.</p>
<p><b>Sociology and Anthropology</b>  Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.</p>
<p><b>Telecommunications</b>  Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.</p>



**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.

**Transportation**

Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Definitions come from O\*NET OnLine. National Center for O\*NET Development

<<https://www.onetonline.org/>>.