

























Identify Your Essential Skills and Work Habits

Check off the Essential Skills and work habits that you have demonstrated.

Name(s): _____

| <input type="checkbox"/> | OSP Icon | Essential Skill |
|--------------------------|---|--|
| <input type="checkbox"/> |  | Reading Text |
| <input type="checkbox"/> |  | Writing |
| <input type="checkbox"/> |  | Document Use |
| <input type="checkbox"/> |  | Computer Use |
| <input type="checkbox"/> |  | Oral Communication |
| <input type="checkbox"/> |  | Money Math |
| <input type="checkbox"/> |  | Scheduling or Budgeting and Accounting |
| <input type="checkbox"/> |  | Measurement and Calculation |
| <input type="checkbox"/> |  | Data Analysis |
| <input type="checkbox"/> |  | Numerical Estimation |
| <input type="checkbox"/> |  | Job Task Planning and Organizing |
| <input type="checkbox"/> |  | Decision Making |
| <input type="checkbox"/> |  | Problem Solving |
| <input type="checkbox"/> |  | Finding Information |
| <input type="checkbox"/> |  | Critical Thinking |

| <input type="checkbox"/> | OSP Icon | Work Habit |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> |  | Working Safely |
| <input type="checkbox"/> |  | Teamwork |
| <input type="checkbox"/> |  | Reliability |
| <input type="checkbox"/> |  | Organization |
| <input type="checkbox"/> |  | Working Independently |
| <input type="checkbox"/> |  | Initiative |
| <input type="checkbox"/> |  | Self-advocacy |
| <input type="checkbox"/> |  | Customer Service |
| <input type="checkbox"/> |  | Entrepreneurship |

Skill levels are provided for each Essential Skill. Level 1 tasks are the least complex and level 4/5 are the most complex. Please note that there are no skill levels associated with the OSP work habits.

