*The Department of Labor talked with hundreds of employers, workers and supervisors to identify skills people need in today's workplace. Use this checklist to record projects and activities that are helping you improve your SCANS basic work skills through school, part-time work or volunteer activities.*

## SCANS: INTERPERSONAL SKILLS

NAME _____

Examples of your work:

**WORK ON A TEAM**
- ☐ work cooperatively with others.
- ☐ contribute to group efforts with ideas, suggestions, and effort.

**TEACH OTHERS**
- ☐ help others learn needed knowledge and skills.

**SERVE CLIENTS/CUSTOMERS**
- ☐ work with customers to satisfy their needs.
- ☐ communicate with customers to understand their expectations.

**EXERCISE LEADERSHIP**
- ☐ communicate your thoughts, feelings and ideas to justify your position.
- ☐ persuade and convince others.
- ☐ responsibly challenge existing procedures or policies.

**NEGOTIATE TO ARRIVE AT A DECISION**
- ☐ work toward agreements involving exchange of resources.
- ☐ resolve divergent interests.

**WORK WITH CULTURAL DIVERSITY**
- ☐ work well with people from a variety of ethnic, social or educational backgrounds.

## SCANS: TECHNOLOGICAL SKILLS

**SELECT TECHNOLOGY**
- ☐ judge which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.

**APPLY TECHNOLOGY TO TASK**
- ☐ understand the overall intent and proper procedures for setting up and operating machines, including computers + their programming systems.

**MAINTAIN AND TROUBLESHOOT TECHNOLOGY**
- ☐ prevent problems in machines, computers and other technologies.
- ☐ identify problems in machines, computers and other technologies.
- ☐ solve problems in machines, computers and other technologies.

## SCANS: ALLOCATING RESOURCES

NAME _____

Examples of your work:

### ALLOCATE TIME

- ☐ rank work activities in order of importance.
- ☐ allocate time for activities.
- ☐ prepare a schedule of work activities.
- ☐ follow a work schedule.

### ALLOCATE MONEY

- ☐ handle money responsibly.
- ☐ prepare a budget with costs and revenues.
- ☐ keep good financial records.

### ALLOCATE MATERIAL AND FACILITIES

- ☐ acquire, store, and distribute materials, supplies and parts.
- ☐ allocate and use space efficiently.

### ALLOCATE HUMAN RESOURCES

- ☐ assess the knowledge and skills of your co-workers.
- ☐ divide up work responsibilities based on people's abilities.
- ☐ provide feedback to others about their work.

## SCANS: INFORMATION SKILLS

### ACQUIRE AND EVALUATE INFORMATION

- ☐ identify a need for data.
- ☐ obtain the data from existing sources or create them.
- ☐ evaluate the relevance and accuracy of data.

### ORGANIZE AND MAINTAIN INFORMATION

- ☐ organize written or computerized records.
- ☐ process information.
- ☐ maintain written or computerized records and other forms of information in a systematic fashion.

### INTERPRET AND COMMUNICATE INFORMATION

- ☐ select and analyze information.
- ☐ communicate information to others using oral, written, graphic, pictorial, or multimedia methods.

### USE COMPUTERS TO PROCESS INFORMATION

- ☐ use computers to acquire and organize information.
- ☐ use computers to analyze and communicate information.