

**U.S Department of Labor  
SCANS Frameworks  
(Secretary's Commission on Achieving Necessary Skills)**

**ESSENTIAL WORKPLACE SKILLS**

<b>WORKPLACE COMPETENCIES</b>	<b>FOUNDATIONAL SKILLS</b>
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• <b>Allocates Time</b></li> <li>• Allocates Money</li> <li>• Allocates Materials and Facility Resources</li> <li>• Allocates Human Resources</li> </ul>	<p><b>Basic Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Reading</b></li> <li>• <b>Writing</b></li> <li>• Arithmetic</li> <li>• Mathematics</li> <li>• <b>Listening</b></li> <li>• <b>Speaking</b></li> </ul>
<p><b>Information</b></p> <ul style="list-style-type: none"> <li>• <b>Acquires and Evaluates Information</b></li> <li>• <b>Organizes and Maintains Information</b></li> <li>• <b>Interprets and Communicates Information</b></li> <li>• <b>Uses Computers to Process Information</b></li> </ul>	<p><b>Thinking Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Creative Thinking</b></li> <li>• <b>Decision Making</b></li> <li>• <b>Problem Solving</b></li> <li>• <b>Seeing Things in the Mind's Eye</b></li> <li>• <b>Knowing How to Learn</b></li> <li>• <b>Reasoning</b></li> </ul>
<p><b>Interpersonal</b></p> <ul style="list-style-type: none"> <li>• <b>Participates as a Member of a Team</b></li> <li>• <b>Teaches Others</b></li> <li>• Serves Clients/Customers</li> <li>• <b>Exercises Leadership</b></li> <li>• <b>Negotiates to Arrive at a Decision</b></li> <li>• <b>Works with Cultural Diversity</b></li> </ul>	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• <b>Responsibility</b></li> <li>• <b>Self-Esteem</b></li> <li>• <b>Social</b></li> <li>• <b>Self-Management</b></li> <li>• <b>Integrity/Honesty</b></li> </ul>
<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>• <b>Understands Systems</b></li> <li>• <b>Monitors and Corrects Performance</b></li> <li>• Improves and Designs Systems</li> <li>• </li> </ul>	
<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• Selects Technology</li> <li>• <b>Applies Technology to Task</b></li> <li>• <b>Maintains and Troubleshoots Technology</b></li> </ul>	