Exceptional Applicant Qualities

### **Technical Skills**

* Direct hands-on knowledge/experience with the job’s duties
* Certifications – ASE, materials testing, welding
* Specific licensing (e.g. PLS, PE)
* Educational requirements
* Knowledge/experience of specific rules/regulations – e.g., Uniform Act, Civil Rights Act,
* Knowledge/experience of specific procedures/manuals – e.g. MUTCD, CDOT Standards and Spec, STIP/TIP,
* Computer skills – knowledge of specific systems/software - e.g. SAP, MS Office, MicroStation
* Documentation/reporting skills

### **Conceptual Skills**

* Creativity skills
* Strategic/visionary skills
* Reliability skills
* Multi-tasking skills
* Organizational skills
* Prioritization skills
* Analytical skills
* Troubleshooting skills
* Accuracy skills
* Planning/scheduling skills
* Resource management – e.g. personnel, equipment, financial
* Attention to detail
* Project/program management skills

### **Interpersonal Skills**

* Leadership skills
* Supervisory skills
* Mentoring skills
* Training skills
* Facilitation skills
* Presentation skills
* Interpersonal skills
* Relationship building skills
* Good attitude/demeanor
* Good work ethic
* Ability to be a self-starter
* Ability to quickly learn
* Motivation skills
* Ability to be credible
* Ability to be honest/ have personal integrity
* Ability to work under pressure/emergency situations
* Ability to be safety minded
* Written communication skills
* Oral communication skills
* Negotiation skills
* Collaboration skills
* Ability to work independently
* Customer service skills
* Ability to be a team player
* Adaptability/versatility skills