

FIVE SCANS COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources.

- A. Time—Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- B. Money—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- C. Material and Facilities—Acquires, stores, allocates, and uses materials or space efficiently
- D. Human Resources—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. Participates as a Member of a Team—contributes to group effort
- B. Teaches Others New Skills
- C. Serves Clients/Customers—works to satisfy customers' expectations
- D. Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibility challenges existing procedures and policies
- E. Negotiates—works toward agreements involving exchange of resources, resolves divergent interests
- F. Works with Diversity—works well with men and women from diverse backgrounds

Information: Acquires and uses information

- A. Acquires and Evaluates Information
- B. Organizes and Maintains Information
- C. Interprets and Communicates Information
- D. Uses Computers to Process Information

Systems: Understands complex inter-relationships

- A. Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them
- B. Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunction
- C. Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- A. Selects Technology—chooses procedures, tools or equipment including computers and related technologies
- B. Applies Technology to Task—Understands overall intent and proper procedures for setup and operation of equipment
- C. Maintains and Troubleshoots Equipment—Prevents, identifies, or solves problems with equipment, including computers and other technologies