



## Performance Model Library

In general, a Performance Model is a template to which you compare your job candidates. It is a snapshot of the preferred traits for a given job. For example, some jobs require a more urgent pace versus a steadier pace, or greater math skills. Performance models from our library are based on the traits of people who have been successful in specific positions.

Below is a list of all the Performance Models available for PXT Select. The list is organized based on the Standard Occupational Classification System. Contact TalentGear.com if a job classification isn't on this list.

Architecture and Engineering	
Architectural Drafters	Prepare detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by the architect.
Civil Drafters	Prepare drawings and topographical and relief maps used in civil engineering projects, such as highways, bridges, pipelines, flood control projects, and water and sewerage control systems.
Civil Engineering Technicians	Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.
Civil Engineers	Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, and water and sewage systems.
<b>Engineers</b>	

Environmental Engineers	Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.
Manufacturing Engineers	Design, integrate, or improve manufacturing systems or related processes. May work with commercial or industrial designers to refine product designs to increase productivity and decrease costs.
Mechanical Engineers	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.
<b>Arts, Design, Entertainment, Sports, and Media</b>	
Arts, Design, Entertainment, Sports, and Media	Arts, Design, Media: Design, layout, create, and/or present in multiple media formats. May require knowledge of specialized software programs. Sports and Entertainment: Exhibit comfort with being in the public eye. Entertainment positions may require acting, comedic, writing, or directing skills, among others. Sports positions may require specialized athletic skills, coaching skills, or background in kinesiology, among others.
Copy Writers	Write and edit advertising copy for use by publication or broadcast media to promote the sale of goods and services.
Graphic Designers	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.
Technical Writers	Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.
<b>Building and Grounds Cleaning and Maintenance</b>	

Building and Grounds Cleaning and Maintenance	Perform cleaning, landscaping, and/or maintenance tasks. May require the ability to operate boom trucks, loaders, stump chippers, brush chippers, tractors, power saws, trucks, sprayers, and other equipment and tools.
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from external surfaces to maintain safety.
Landscaping and Groundskeeping Workers	Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of masonry structures to support landscaping.
Housekeepers and Housekeeping Cleaners	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.
Pest Control Workers	Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.
Tree Trimmers and Pruners	Using sophisticated climbing and rigging techniques, cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of trees. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts.
<b>Business and Financial Operations</b>	
Accountants	Analyze financial information and prepare financial reports to determine or maintain a record of assets, liabilities, profit and loss, tax

	liability, or other financial activities within an organization.
Advisors	Advising, counseling, and teaching others for various applications. Includes business-related functions such as financial, market, sales and service, field and technical support, and realty. Also applicable for academic and educational purposes such as career services and academic advisement. Job responsibilities may include assessing needs, analyzing information, conferring with various parties, asking many questions, recommending the best course of action, maintaining accurate records, solving problems quickly, providing damage control when problems arise, anticipating and preparing for future outcomes.
Analysts	Analyze data for credit lending, fraud detection and examination, financial decisions, logistics, and similar applications. Use appropriate statistical methods to conduct quantitative analyses. Maintain accurate databases. Generate reports for clients and management. Interpret findings and confer with stakeholders
Auditors	Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.
Bookkeeper	Record numerical data to keep financial records complete. Maintain accounting records by calculating, posting, and verifying primary financial data. May also check the accuracy of figured, calculations and postings pertaining to business transactions recorded by other workers.
Collectors	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account, preparing statements to credit department if a customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.
Consultants	Consult with potential and current customers and clients, discover their needs, and put together a

	<p>package of solutions uniting appropriate products and services. Maintain the relationship. Serve as a key resource and subject matter expert. Represent a company, organization or business in a sales role which tends to be less transactional and more relational.</p>
Coordinators	<p>Coordinate activities, arrange schedules and harmonize the common efforts of a group of coworkers within a project, team, department, or division. Be a stabilizing factor within the workplace and highlight points of reference for complex tasks with multiple participants. Remind others of objectives, indicate errors for correction, monitor scope of work, delegate tasks, and oversee the timely completion of milestones and deadlines.</p>
Cost Estimator	<p>Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.</p>
Credit Analysts	<p>Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making.</p>
Human Resources Specialists	<p>Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.</p>
Insurance Adjusters, Examiners, and Investigators	<p>Investigate, analyze, and determine the extent of insurance company's liability concerning personal, casualty, or property loss or damages, and attempt to effect settlement with claimants. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims within a certain monetary limit.</p>
Insurance Claims Associate	<p>Obtain information from insured or designated persons for purpose of settling claim with insurance carrier.</p>

Insurance Underwriters	Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.
Loan Counselors	Provide guidance to prospective loan applicants who have problems qualifying for traditional loans. Determine the best type of loan and explain loan requirements or restrictions.
Loan Interviewers	Interview loan applicants, investigate applicants' backgrounds, and verify references; prepare loan request papers; forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.
Loan Officers	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.
Market Research Analysts and Marketing Specialists	Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.
New Account Representative	Interview persons desiring to open accounts in financial institutions. Explain account services available to prospective customers and assist them in preparing applications.
Personal Financial Advisors	Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.
Recruiters	Recruit employees, students, or volunteers. Connect with prospects, review application materials, interview candidates, form an idea of a candidate's fit with the organization, institution or project. Document one's judgment regarding candidate suitability to facilitate a hiring or selection decision in each case.

Recruiters – College	Recruit students to post-secondary education. Connect with prospective students, review application materials, interview candidates, form an idea of a prospective student's potential success with the educational institution. Documents the prospective student's suitability for acceptance to the educational institution.
Recruiters – Employment, Human Resources	Recruit employees to work at a company or organization. Connect with prospects, review application materials, interview candidates, form an idea of a candidate's fit with the organization. Document findings in order to facilitate workforce planning, hiring, and selection decisions.
Search Marketing Strategist	Employ search marketing tactics to increase visibility and engagement with content, products, or services in Internet-enabled devices or interfaces. Examine search query behaviors on general or specialty search engines or other Internet- based content. Analyze research, data, or technology to understand user intent and measure outcomes for ongoing optimization.
Tax Preparers	Prepare tax returns for individuals or small businesses.
Training and Development Specialists	Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.
Treasurers and Controllers	Direct financial activities, such as planning, procurement, and investments for all or part of an organization.
Wholesale and Retail Buyers	Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. Includes assistant wholesale and retail buyers of nonfarm products.

Community and Social Service	
Child, Family, and School Social Workers	Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers.
Community and Social Service	Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations. Guide clients in the development of skills or strategies for dealing with their problems. Complete and maintain accurate records or reports regarding the clients' histories and progress, services provided, or other required information.
Community Health Workers	Assist individuals and communities to adopt healthy behaviors. Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs.
Educational, Guidance, School, and Vocational Counselors	Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations. Provide crisis intervention, confer with parents or guardians, teachers, administrators, and other professionals to discuss progress, resolve behavioral, academic, and other problems, and determine priorities for resource needs. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. Prepare students or others for later experiences by encouraging them



	to explore learning opportunities and to persevere with challenging tasks.
Healthcare Social Workers	Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family caregivers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.
Mental Health Counselors	Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with addictions and substance abuse; family, parenting, and marital problems; stress management; self-esteem; and aging.
<b>Computer and Mathematics</b>	
Computer and Mathematics	Computer: Install, test, maintain, and monitor computer programs and systems. Modify existing software as needed. Monitor industry websites or publications for the latest information. Mathematics: Interpret or perform statistical analyses or other numerical computations.
Computer Programmers	Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.
Network and Computer Systems Administrators	Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test website performance to ensure websites operate correctly and without interruption. May assist in network modeling, analysis, planning, and

	<p>coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.</p>
Software Developers, Applications	<p>Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.</p>
Software Developers, System Software	<p>Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis.</p>
Software Quality Assurance Engineers and Testers	<p>Develop and execute software test plans in order to identify software problems and their causes.</p>
System Analysts	<p>Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May recommend commercially available software.</p>
<b>Construction and Extraction</b>	
Brickmasons and Blockmasons	<p>Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.</p>
Construction and Building Inspectors	<p>Inspect structures using engineering skills to determine structural soundness and compliance</p>

	with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.
Construction and Extraction	Interpret specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required. Operate tools and/or specialized machinery as required.
Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service lighting, audio, or electrical control systems.
Plumbers	Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes.
Roofers	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.
Rough Carpenters	Build rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters, according to sketches, blueprints, or verbal instructions.
<b>Education, Training, and Library</b>	
Education Administration, Elementary and Secondary	Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.
Education Administration, Post-secondary	Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges.
Educators – K-12	Instruct students in primary and secondary public or private schools subjects such as language arts, sciences, mathematics, or social studies. May also be designated according to subject matter

	specialty, for instructors in vocational or artistic areas.
Educators – Post-Secondary, Career, or Trade School	Instruct students in post-secondary educational institutions in one or more subjects such as Computer/Mathematical Science, Architectural/Engineering, Agricultural/Biological/Conservation Sciences, Environmental Science, Social Sciences, Health/Nursing Specialties, Education/ Library, Criminal Justice, Law and Social Work, Art, Communications and Cultural Studies, and Business.
Educators and Trainers	Educate learners of all ages, select curriculum, and develop pedagogical materials as necessary. Teach conceptual knowledge and relevant skills according to a plan, guide, and calendar. Test for learning proficiency at appointed intervals. Adapt the presentation of subject matter to facilitate long-term retention. Model lifelong learning for students in any organizational setting.
<b>Farming, Fishing, and Forestry</b>	
Agricultural Equipment Operators	Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks such as crop baling or hay bucking. May operate equipment to perform post-harvest tasks, such as husking, shelling, threshing, and ginning.
Animal Breeders	Select and breed animals according to their genealogy, characteristics, and offspring. May require knowledge of artificial insemination techniques and equipment use. May involve keeping records on heats, birth intervals, or pedigree.
Farmworkers and Laborers, Crop	Manually plant, cultivate, and harvest vegetables, fruits, nuts, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.

Nursery Workers	Work in nursery facilities or at customer location planting, cultivating, harvesting, and transplanting trees, shrubs, or plants.
<b>Food Preparation and Serving Related</b>	
Chefs and Head Cooks	Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies and keep records and accounts.
Food Preparation and Service	Cook and package batches of food. Wrap, label, or date food items for sale. Take food orders and relay orders to kitchens or serving counters so they can be filled.
<b>Healthcare Practitioners and Technical</b>	
Dentists, General	Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care.
Family and General Practitioners	Physicians who diagnose, treat and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment.
Healthcare Practitioners, Technicians, and Technologists	Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury. Advise patients and community members concerning diet, activity, hygiene, and disease prevention. Diagnose health problems by reviewing patients' health and medical histories; questioning, observing, and examining patients; and interpreting x-rays.
Optometrists	Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions.

Pharmacists	Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.
Physical Therapists	Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.
Radiologic Technicians	Maintain and use equipment and supplies necessary to demonstrate portions of the human body on x-ray film or fluoroscopic screen for diagnostic purposes.
Registered Nurses	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.
Surgeons	Physicians who treat diseases, injuries, and deformities by invasive, minimally-invasive, or non-invasive surgical methods, such as by using instruments, appliances, or by manual manipulation.
<b>Healthcare Support</b>	
Dental Assistants	Assist dentist, set up equipment, prepare patient for treatment, and keep records.
Healthcare Support	Maintain records of patient, condition, progress, or problems to report and discuss observations with supervisor or case manager. Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising. Administer active or passive manual therapeutic exercises, therapeutic massage, aquatic physical therapy, or heat, light, sound, or electrical modality treatments, such as ultrasound.

Home Health Aides	Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.
Nursing Assistants	Provide basic patient care under the direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.
Pharmacy Aides	Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.
<b>Installation, Maintenance, and Repair</b>	
Automotive Specialty Technicians	Repair only one system or component on a vehicle, such as brakes, suspension, or radiator.
Installation, Maintenance, and Repair	Rewire electrical systems, and repair or replace electrical accessories. Repair plumbing or propane gas lines. Repair or replace other home components such as windows, siding, roofs, decking, and the like.
Technicians	Carry out tasks and activities in the workplace which may include installations, setups, repairs, data compilation, product building, troubleshooting, and standard qualitative and quantitative testing. The technician role typically requires more specialized training and education, but in a more mechanical or technical capacity than an office knowledge worker.
<b>Legal</b>	
Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

Legal	Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal. Research and analyze laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions. Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.
Paralegals and Legal Assistants	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.
<b>Life, Physical, and Social Science</b>	
Biochemists and Biophysicists	Study the chemical composition or physical principles of living cells and organisms, their electrical and mechanical energy, and related phenomena. May conduct research to further understanding of the complex chemical combinations and reactions involved in metabolism, reproduction, growth, and heredity. May determine the effects of foods, drugs, serums, hormones, and other substances on tissues and vital processes of living organisms.
Chemical Technicians	Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences.
Chemists	Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge.
Clinical Psychologists	Diagnose or evaluate mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulate and administer programs of treatment.
Geneticists	Research and study the inheritance of traits at the molecular, organism, or population level.



	May evaluate or treat patients with genetic disorders.
Geoscientists, Except Hydrologists and Geographers	Study the composition, structure, and other physical aspects of the Earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems. May study the Earth's internal composition, atmospheres, oceans, and its magnetic, electrical, and gravitational forces. Includes mineralogists, crystallographers, paleontologists, stratigraphers, geodesists, and seismologists.
Life, Physical, and Social Science (General)	Study characteristics of subjects, such as origin, interrelationships, classification, life histories and diseases, development, genetics, and distribution, as applicable.
Political Scientists	Study the origin, development, and operation of political systems. May study topics such as public opinion, political decision-making, and ideology. Analyzes the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results or analyze public documents.
<b>Management</b>	
Directors	Direct, plan and orchestrate the activities of an institution, company or organization. Make decisions about how things are done on the job and be responsible for the carrying out of existing and new guidelines. Resolve issues diligently and expedite the removal of obstacles to achieving work goals and objectives. Those in the Director role typically have postsecondary education and may carry out their activities in a variety of organizational settings including non-profit, corporate, public, and private, of any size and type of structure.
Emergency Management Director	Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant

	emergencies or hazardous materials spills) disasters or hostage situations.
Executives	Create strategic initiatives, maximize resources, utilize organizational synergies, produce quality results, mentor others, and maintain high personal standards. Activities may include interfacing with customers, determining and installing products and solutions, managing accounts or projects, and providing administrative or managerial leadership as determined by the organization.
<b>Managers –</b>	
Managers	Manage and lead people, provide instruction and guidance, be present and visible, organize work, process financial data, persuade and motivate others valuing their ideas and contributions, verify that work gets done. Leverages personal learning, reasoning, and problem-solving potential to achieve company goals and objectives by managing people and their efforts.
Administrative Services Manager	Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.
Architectural and Engineering Manager	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.
Business and Financial Operations Manager	Manage and lead people who work in financial, administrative or marketing roles within companies and organizations. Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
Computer & Information Systems Manager	Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.
Construction Manager	Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and

	<p>maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing.</p>
<p>Financial Branch or Department Manager</p>	<p>Direct and coordinate financial activities of workers in a branch, office, or department of an establishment, such as branch bank, brokerage firm, risk and insurance department, or credit department.</p>
<p>Food Service Manager</p>	<p>Plan, direct, or coordinate activities of an organization or department that serves food and beverages.</p>
<p>General Operations Manager</p>	<p>Manage people and be responsible for operations at the head of a large department, division, or territory. Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.</p>
<p>Human Resource Manager</p>	<p>Plan, direct, or coordinate human resources activities and staff of an organization.</p>
<p>Information Technology Project Manager</p>	<p>Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.</p>
<p>Investment Fund Manager</p>	<p>Plan, direct, or coordinate investment strategy or operations for a large pool of liquid assets supplied by institutional investors or individual investors.</p>
<p>Marketing Manager</p>	<p>Manage people and be responsible for operations at the head of a large department, division, or territory. Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.</p>
<p>Medical Health Services Manager</p>	<p>Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care</p>

	organizations, public health agencies, or similar organizations.
Production Manager	Manage and lead people who work in a manufacturing plant, factory, assembly facility, or warehouse. Direct administrative activities directly related to making products or providing services.
Project Manager	Manage projects, coordinating a team of people dedicated to completing dedicated tasks within a certain period of time. Manage project execution to ensure adherence to budget, schedule, and scope.
Public Relations and Fundraising Manager	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.
Sales	Manage and lead salespeople, be responsible for a team of sales including their productivity, motivate and train company employees to work toward established sales goals and quotas. Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.
Supervisors	Supervise the activities of workers, laborers, and representatives across such industries, but not exclusive of, transportation, manufacturing, financial, telecommunications, and public utilities. May perform the same tasks as those being supervised. Communicate to management the status of work completion, make suggestions for improvements, and recommend fixes and disciplinary actions for infractions of company policies and procedures. Provide direction to a team, group, department or division as a proxy for management.
<b>Office and Administrative Support</b>	
Assistants	Assist others by performing a wide variety of tasks in and outside of an office setting. Provide administrative support in a structured atmosphere under the direction of at least one

	more experienced coworker. Some specialized education and training may be required. Submit tasks for review before completion. Duties include interacting with the customers, clients, patients, property owners or renters, those outside the organization, but also might be performed only internally.
Customer Service Representatives	Interact with customers to provide information about products and services and to handle and resolve complaints.
Office and Administrator Support	Prepare or maintain communications, schedules, and/or organizational records. Classify, record, and summarize numerical and financial data. Process transactions, such as term deposits, retirement savings plan contributions, automated teller transactions, night deposits, and mail deposits.
Tellers	Greet and interact with credit union members or bank customers for the purpose of receiving and paying out money. Perform and record all financial transactions accurately.
<b>Personal Care and Service</b>	
Amusement and Recreation Attendants	Perform a variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.
Childcare Workers	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.
Hairdressers, Hairstylists, and Cosmetologists	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal and provide nail and skincare services.
<b>Production</b>	
Machinists	Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who

	fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.
Operators	Operate hand and power tools, use equipment, tend to machines, control instruments. Job responsibilities may require assisting other craftsman, technicians, and specialists. Physical labor typically accompanies this position and holding an advanced educational degree would be an exception.
Production, Fabrication, and Assembly	Set up and operate fabricating machines, such as brakes, rolls, shears, flame cutters, grinders, and drill presses, to bend, cut, form, punch, drill, or otherwise form and assemble metal components. Observe temperature, humidity, pressure gauges, and product samples and adjust controls, such as thermostats and valves, to maintain prescribed operating conditions for specific stages. Operate metal shaping, straightening, and bending machines, such as brakes and shears.
<b>Protective Service</b>	
Dispatchers – Police, Fire, and Ambulance	Operate radio, telephone, or computer equipment at emergency response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel. May maintain contact with caller until responders arrive.
Municipal Firefighters	Control and extinguish municipal fires, protect life and property, and conduct rescue efforts.
Police Detectives	Conduct investigations to prevent crimes or solve criminal cases. Obtain facts or statements from complainants, witnesses, accused persons, and record interviews. Secure evidence at a crime scene, preventing tampering with it before medical examiner's arrival. Record progress of the investigation, maintains informational files on suspects and submits reports to commanding officer or magistrate to authorize warrants.

Police Patrol Officers	Patrol assigned area to enforce laws and ordinances regulate traffic, control crowds, prevent crime, and arrest violators.
Protective Service	Rescue victims from burning buildings and accident sites. Patrol neighborhoods, investigate crime and participate in community outreach. Rescue victims from burning buildings and accident sites. Provide individuals with personal security as warranted.
Security Guards	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.
Transportation Security Screeners	Conduct screening of passengers, baggage, or cargo to ensure compliance with the Transportation Security Administration (TSA) regulations. May operate security equipment such as x-ray machines and hand wands at screening checkpoints.
<b>Sales and Related</b>	
Sales (General)	Sell a wide variety of goods, merchandise, and services to individuals and organizations by pursuing opportunities, aptly understanding a prospect's needs and buying preferences, and critically reviewing the sales cycle to close business. Includes construction, manufacturing, financial and healthcare fields, among many others.
Account Managers	Sell or solicit advertising space, time, or media for publications, signage, TV, radio, or the Internet. Includes individuals who obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.
Counter Clerks	Receive orders, generally in person, for repairs, rentals, goods, and services. May describe available options, compute costs, and accept payment.
Sales - Building Supplies	Sell building products to businesses or groups of individuals. Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders. Work may require substantial knowledge of items sold.

Sales – Commodity (short sales cycle)	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Answer customers' questions about products, prices, availability, and product uses. Adapt quickly to each prospect's needs and manage a relatively short, more transactional sales cycle.
Sales – Demonstrators and Product Promoters	Demonstrate merchandise and answer questions to create public interest in buying the product. May sell demonstrated merchandise.
Sales – Engineers	Sell business goods or services, the selling of which requires a technical background equivalent to a baccalaureate degree in engineering.
Sales – Financial Services	Sell financial products and services to businesses or groups of individuals. Consult with clients after sales or contract signings to resolve problems and to provide ongoing support. Work may require substantial knowledge of services and products sold and industry-required certifications and licensing.
Sales – Heavy Equipment	Sell heavy equipment to businesses or groups of individuals. Recommend products to customers, based on customers' needs and interests. Work may require substantial knowledge of items sold, customer's needs, and the intended use of products.
Sales – Insurance	Sell property, casualty, and medical insurance products to businesses or groups of individuals. Work may require substantial knowledge of products and services sold and an industry license to sell them.
Sales – Office Equipment	Sell office equipment to businesses or groups of individuals. Monitor market conditions, product innovations, and competitors' products, prices, and sales. Work may require substantial knowledge of items sold.
Sales – Real Estate Sales Agents	Rent, buy, or sell property for clients. Perform duties such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent the buyer.



Sales – Retail	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.
Sales Supervisor – Retail	Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.
Sales – Telemarketers	Solicit donations or order for goods or services over the telephone.
Sales – Specialized (long sales cycle)	Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from specialized education. Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
Sales – Technology	Sell technological goods for wholesalers or manufacturers to businesses or groups of individuals. Arrange and direct delivery and installation of products and equipment. Work may require substantial knowledge of items sold, and in some cases, specialized knowledge and experience in the product's intended use.
Sales and Related	Contact businesses or private individuals to solicit sales for goods or services. Compute charges for merchandise or services and receive payments. Resolve problems for customers with a question or issue by offering products or services that meet their needs or address their problems.
<b>Transportation and Material Moving</b>	
Bus Drivers, School or Special Client	Transport students or special clients, such as those who have chartered the service, including passengers with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting the vehicle.
Commercial Pilots	Pilot and navigate the flight of fixed-winged aircraft on nonscheduled air carrier routes, or helicopters. Requires Commercial Pilot certificate. Includes charter pilots with similar

	certification, and air ambulance and air tour pilots.
Dispatchers	Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.
Flight Attendants	Provide personal services to ensure the safety, security, and comfort of airline passengers during flight. Greet passengers, verify tickets, explain the use of safety equipment, and serve food or beverages.
Heavy and Tractor-Trailer Truck Drivers	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to load or unload the truck. Requires commercial drivers' license.
Laborer, Stock/Freight	Manually move freight, stock, or other materials or perform other general labor.
Light Truck or Delivery Services Drivers	Drive a light vehicle, such as a truck or van, with a capacity of fewer than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload the vehicle.
Locomotive Engineers	Drive electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers or freight. Interpret train orders, electronic or manual signals, and railroad rules and regulations.
Taxi Drivers and Chauffeurs	Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Follow safety regulations and state laws governing vehicle operation. Arrange to pick up passengers on a regular schedule. Notify dispatchers of any mechanical issues with equipment.
Transportation and Material Moving	Operate vehicles to transport people or materials. Adhere to travel plans, regulations, and procedures. Prepare reports regarding any

	problems encountered, such as accidents, signaling problems, unscheduled stops, or delays.
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