

What is a competency?

Competencies include the knowledge, skills, and abilities/attributes needed to perform a task.

Knowledge

A body of information relevant to job performance; what people have to know to be able to perform a job.

Skills

The demonstration of a particular talent; it can be a **mechanical skill or a verbal skill**.

Abilities/Attributes

Ability: **A talent, visual or spatial acuity, or conceptual thinking**. There is a natural predisposition to these.

Attribute: **A personality predisposition or behavioral tendency** that an individual brings to the job. Can be taught, learned, or altered but probably occurs naturally in some people more than others.