

**WRITING WORK DESCRIPTIONS CONSISTENT WITH THE
GUIDELINES ON WORK DESCRIPTION WRITING**

Hand-out

Session 2-Exercise 1

Skill - intellectual and physical qualifications acquired by experience, training, education or natural ability. The methods by which employees acquire those qualifications shall not be considered in assessing the skill of different employees.

Criterion: Skill	
Component A: Physical qualifications	Component B: Intellectual qualifications
Examples of factors Sensory skills Physical skills	Examples of factors Professional knowledge Knowledge of the products Knowledge of the organizational context Communications Interpersonal relationships Ability to analyse