

Know-How

■ Planning, Organizing and Integrating (Manage)



I. Task Focused
Performance of a task or tasks which are highly specific as to objective and content with limited awareness of surrounding circumstances and events.

II. Specific
Performance or supervision of multiple activities which are specific as to objective and content. There is a requirement to interact with co-workers and maintain an awareness of related activities.

III. Related
Integration of operations or services which are generally related in nature and objective and where there is a requirement for coordination with associated functions.

IV. Diverse
Overall concept of function diverse objectives the achievement of overall

■■■ Communicating & Influencing Skills →

● Practical/Technical Knowledge

I. Communicate
Dealing with others is primarily concerned with requesting and providing information. Courtesy, tact and effectiveness are required.

100%

A. BASIC: Basic numeracy, literacy and knowledge of simple instructions and routines generally acquired through a short explanation.

B. INTRODUCTORY: Knowledge of standardized work routines and methods, general facts and information and/or the use of simple equipment, machines and materials. Knowledge is usually acquired through training on the job.

	1	2	3	1	2	3	1	2	3	1
	38	43	50	50	57	66	66	76	87	87
	43	50	57	57	66	76	76	87	100	100
	50	57	66	66	76	87	87	100	115	115
	50	57	66	66	76	87	87	100	115	115
	57	66	76	76	87	100	100	115	132	132
	66	76	87	87	100	115	115	132	152	152

Hay Guide Charts

Tobias Bleicker

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