

# Foundational Skills

The below KSAs are cross-cutting skills identified as in-demand across tech specializations. In addition to core technical skills like basic data literacy and fluency in the fundamentals of generative AI, professional skills like communication, problem solving, and project management have been added given the increasing importance of these skillsets as technology rapidly evolves.

[Employer Signaling System](#) by the [Greater Washington Partnership](#)

Generated: March 12, 2026

## Professional Communication & Data-Informed Storytelling

Label	KSAC Description	KSA	Bloom's Taxonomy Level
a	Communicate technical and non-technical information clearly and concisely, adapting language, tone, and format to audience needs.	skill	4
b	Demonstrate professionalism and responsiveness across communication channels (email, chat, video, documentation, meetings), including in hybrid and remote environments.	skill	3
c	Use data, visuals, and basic data representations (tables, charts, dashboards) to support explanations, decisions, and recommendations.	skill	3
d	Explain differences in communication and learning styles (e.g., visual, verbal, written) and describe when each is most effective.	knowledge	2
e	Practice active listening to accurately interpret stakeholder needs, constraints, and priorities.	skill	4
f	Prepare and deliver clear, well-structured presentations or updates appropriate to context and seniority.	skill	3

## Collaboration, Teamwork, & Workplace Professionalism

Label	KSAC Description	KSA	Bloom's Taxonomy Level
-------	------------------	-----	------------------------

a	Collaborate effectively in cross-functional teams, contributing ideas, sharing information, and supporting collective outcomes.	skill	3
b	Build and maintain productive working relationships with peers, managers, and stakeholders at different levels of seniority.	skill	4
c	Demonstrate reliability by meeting commitments, showing up prepared and on time, and communicating proactively when risks or delays arise.	skill	3
d	Explain the value of networking, peer learning, and relationship-building for individual and team effectiveness.	knowledge	2
e	Receive, interpret, and incorporate feedback in a professional and constructive manner.	skill	4

### Adaptability, Learning, & Growth Mindset

Label	KSAC Description	KSA	Bloom's Taxonomy Level
a	Demonstrate curiosity and commitment to continuous learning, including learning new tools, systems, and ways of working.	skill	3
b	Adapt effectively to changing priorities, technologies (including AI), and organizational needs.	skill	4
c	Incorporate feedback to adjust behavior, approach, or performance over time.	skill	4
d	Describe personal strengths, development areas, and career interests, and identify learning opportunities aligned to growth goals.	skill	2
e	Sustain productivity and focus across varying tasks, environments, and levels of ambiguity.	skill	3

### Problem Solving, Critical Thinking & Judgment

Label	KSAC Description	KSA	Bloom's Taxonomy Level
-------	------------------	-----	------------------------

a	Apply critical thinking to define problems, evaluate information, consider alternatives, and select appropriate solutions	skill	5
b	Decompose complex problems or projects into manageable tasks and logical steps.	skill	4
c	Demonstrate resourcefulness by attempting solutions independently and leveraging documentation, peers, and tools before escalating for help.	skill	3
d	Explain when and how to appropriately ask for help, including articulating what has already been attempted.	knowledge	2
e	Identify relevant data or evidence needed to support analysis, decisions, or recommendations.	skill	4
f	Balance attention to detail with an understanding of immediate team goals and priorities.	skill	4

## AI & Data Literacy (Foundational)

Label	KSAC Description	KSA	Bloom's Taxonomy Level
a	Define what data represent and describe how data are used to inform decisions and reduce uncertainty.	knowledge	1
b	Explain the difference between structured and unstructured data and why that distinction matters for analysis and AI systems.	knowledge	2
c	Explain foundational AI concepts, including probabilistic outputs, common failure modes, and appropriate use cases.	knowledge	2
d	Use basic data tools (e.g. spreadsheets or equivalent platforms) to organize, summarize, and explore information.	skill	3
e	Evaluate AI-generated outputs for accuracy, relevance, bias, and appropriateness before use.	skill	5
f	Apply AI tools as productivity aids while maintaining human accountability for final decisions and deliverables.	skill	3

## Ethics, Data Responsibility & Security Awareness

<b>Label</b>	<b>KSAC Description</b>	<b>KSA</b>	<b>Bloom's Taxonomy Level</b>
a	Demonstrate ethical behavior and maintain confidentiality when handling data, systems, and information.	skill	3
b	Explain common ethical risks related to data, analytics, and AI, including bias, privacy, and misuse.	knowledge	2
c	Interpret and follow organizational policies related to data governance, privacy, security, and acceptable use.	knowledge	3
d	Identify situations involving sensitive data and apply appropriate handling, access, and sharing practices.	skill	4

## **Foundational Project & Work Management**

<b>Label</b>	<b>KSAC Description</b>	<b>KSA</b>	<b>Bloom's Taxonomy Level</b>
a	Plan, prioritize, and manage assigned tasks to meet deadlines and quality expectations.	skill	3
b	Track work progress and communicate status updates, risks, and dependencies to relevant stakeholders.	skill	3
c	Adjust task sequencing and effort in response to feedback, changing priorities, or new information.	skill	4
d	Demonstrate judgment and composure when managing multiple responsibilities or time-bound deliverables.	skill	4