Transferable Skills Checklist

Over the years, you have developed many skills from coursework, co-curricular activities, and your total life experiences. If you have researched topics and written reports or edited and presented papers for classes, you have used skills that are not limited to just one discipline but are transferable to many different occupations or disciplines. A prospective employer expects you to be able to apply the skills you have learned in college to the work environment. Use the following checklist to help you pinpoint some of your transferable skills.

Communication Skills

- ____ speaking effectively
- ____ writing clearly and concisely
- ____ listening attentively and objectively
- ____ expressing ideas
- ____ facilitating group discussion
- ____ interviewing
- ____ editing
- ____ responding appropriately to +/- feedback
- ____ using various media to present ideas imaginatively

- ____ providing appropriate feedback
- ____ negotiating
- ____ perceiving nonverbal messages
- ____ persuading
- ____ reporting information
- ____ describing feelings
- ____ public speaking
- ____ using various styles of written communication
- ____ conveying a positive self image to others

Research/Planning/Investigation

- ____ forecasting/predicting
- ____ creating ideas
- ____ identifying problems
- ____ imagining alternatives
- ____ identifying resources
- ____ gathering information
- ____ solving problems
- ____ setting goals
- ____ extracting important information

- ____ analyzing
- ____ developing evaluation strategies
- ____ testing validity of data
- ____ designing an experiment or model
- ____ formulating questions
- ____ making conclusions
- ____ conceptualizing
- ____ observing and discovering
- ____ defining needs

Human Relations/Interpersonal

- ____ developing rapport
- ____ being sensitive
- ____ listening
- ____ conveying feelings
- ____ providing support for others
- ____ motivating
- ____ sharing credit
- ____ helping others
- ____ counseling
- ____ cooperating

- ____ being patient
- ____ interacting effectively with peers, superiors, and subordinates
- ____ persuading others
- ____ being willing to take risks
- ____ teaching/instructing others
- ____ demonstrating effective social behavior
- ____ perceiving feelings and situations
- ____ delegating with respect
- ____ working with diversity or multi-cultural issues
- ____ keeping a group "on track"

Work Survival

- ____ implementing decisions
- ____ cooperation
- ____ enforcing policies
- ____ being punctual
- ____ managing time and stress
- ____ attending to detail
- ____ working effectively under pressure
- ____ taking initiative in job-related duties
- ____ discerning appropriate behaviors for the workplace

- ____ meeting goals
- ____ enlisting help
- ____ accepting responsibility
- ____ setting and meeting deadlines
- ____ organizing
- ____ making decisions
- ____ seeking opportunities for professional development
- ____ evaluating personal and professional strengths and weakness

Organization/Management/Leadership/Decision Making

____ initiating new ideas and tasks
____ handling details
____ coordinating tasks
____ coaching/mentoring
____ counseling
____ managing conflict
____ motivating and leading people
____ organizing people/tasks to achieve a specific goal

____ following up with others to evaluate progress
____ conducting meetings
____ giving praise and credit to others for a job well done
____ solving problems/mediating
____ taking risks
____ implementing sound decisions

____ managing groups
____ delegating responsibility
____ teaching/instructing
____ promoting change
____ selling ideas or products
____ making decisions with others
____ analyzing tasks
____ identifying people who can contribute to solutions of problems or tasks
____ facilitating brainstorming activities
____ developing goals for an organization
____ prioritizing tasks
____ encouraging and inspiring
____ negotiating agreements
____ taking responsibility for decisions

Financial Management

____ developing a budget accurately estimating expenses and income
____ keeping accurate and complete financial records
____ accounting
____ assessing
____ investing

____ ensuring timeliness of payments
____ fundraising
____ calculating
____ projecting/forecasting

Critical Thinking/Problem Solving

____ anticipating problems before they occur
____ defining problems and indentifying possible causes
____ indentifying possible solutions and selecting the most appropriate ones
____ creating innovative solutions to complex problems

____ involving group members to evaluate solutions
____ developing plans to implement solutions
____ multi-tasking
____ identifying a general principle that explains interrelated experience

PUTTING YOUR TRANSFERABLE SKILLS TO WORK

List five skills that you consider your best transferable skills. Write an example of where or how you used each skill and rank the skills with number 1 being the most important.

Skill	**Example**	**Ranking**
1.		
2.		
3.		
4.		
5.		