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	providing appropriate feedback
writing clearly and concisely	negotiating
listening attentively and objectively	perceiving nonverbal messages
expressing ideas	persuading
facilitating group discussion	reporting information
interviewing	describing feelings
editing	public speaking
responding appropriately to +/- feedback	using various styles of written communication
using various media to present ideas imaginatively	conveying a positive self image to others
<u> </u>	
Research/Planning/Investigation	
forecasting/predicting	analyzing
creating ideas	developing evaluation strategies
identifying problems	testing validity of data
imagining alternatives	designing an experiment or model
identifying resources	formulating questions
gathering information	making conclusions
solving problems	conceptualizing
setting goals	observing and discovering
extracting important information	defining needs
Callacting important information	defining fields
Human Relations/Interpersonal	
developing rapport	being patient
being sensitive	interacting effectively with peers, superiors, and
	subordinates
listening	persuading others
conveying feelings	being willing to take risks
providing support for others	teaching/instructing others
motivating	demonstrating effective social behavior
sharing credit	perceiving feelings and situations
	delegating with respect
helping others	
counseling	working with diversity or multi-cultural issues
cooperating	keeping a group "on track"
Work Survival	
implementing decisions	mosting goals
cooperation	meeting goals enlisting help
•	accepting responsibility
enforcing policies being punctual	setting and meeting deadlines
managing time and stress	organizing
attending to detail	making decisions
working effectively under pressure	seeking opportunities for professional
taling initiative in lab valatad duties	development
taking initiative in job-related duties	evaluating personal and professional strengths
dia annota a anno andata la la la adam familia.	and weakness
discerning appropriate behaviors for the workplace	

Organization/Management/Leadership/Decision Making		
initiating new ideas and tasks	managing groups	
handling details	delegating responsibility	
coordinating tasks	teaching/instructing	
coaching/mentoring	promoting change	
counseling	selling ideas or products	
managing conflict	making decisions with others	
motivating and leading people	analyzing tasks	
organizing people/tasks to achieve a specific goal	identifying people who can contribute to solutions	
	of problems or tasks	
following up with others to evaluate progress	facilitating brainstorming activities	
conducting meetings	developing goals for an organization	
giving praise and credit to others for a job well done	prioritizing tasks	
solving problems/mediating	encouraging and inspiring	
taking risks	negotiating agreements	
implementing sound decisions	taking responsibility for decisions	
Financial Management		
developing a budget accurately estimating expenses and income	ensuring timeliness of payments	
keeping accurate and complete financial records	fundraising	
accounting	calculating	
assessing	projecting/forecasting	
investing		
Critical Thinking/Problem Solving		
anticipating problems before they occur	involving group members to evaluate solutions	
defining problems and indentifying possible causes	developing plans to implement solutions	
indentifying possible solutions and selecting the most	multi-tasking	
appropriate ones		
creating innovative solutions to complex problems	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.		
<u>Skill</u> <u>Exa</u>	mple Ranking	
1.	<u>nipie</u> <u>nanking</u>	
2.		
3.		
4.		

5.