

# Transferable Skills Checklist

## Creative, Artistic Skills

- Artistic
- Dance, body movement
- Draw, sketch, render
- Expressive
- Music Appreciation
- Perform, act
- Play Instruments
- Present artistic ideas

## Creative, Artistic Skills

- Analyze data or facts
- Audit records
- Budget
- Calculate, compute
- Classify data
- Compare, inspect, record facts
- Explain things to others
- Count, observe, compile
- Detail-oriented
- Evaluate
- Investigate
- Keep financial records
- Locate answers/information
- Run meetings
- Manage money
- Negotiate
- Research
- Synthesize
- Take inventory

## Key Transferable Skills:

- Accept responsibility
- Control budgets
- Increase sales or efficiency
- Instruct others
- Manage money or budgets
- Manage people
- Meet deadlines
- Meet the public
- Negotiate
- Organize/manage projects
- Plan
- Solve problems
- Speak in public
- Supervise others
- Written communications

## Leadership

- Arrange social functions
- Competitive
- Decisive
- Delegate
- Direct others
- Get results
- Mediate problems
- Motivate people
- Negotiate agreements
- Plan
- Self-controlled
- Self-motivated
- Solve problems
- Take risks

**Other Transferable Skills:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Assemble or make things        | <input type="checkbox"/> Drive or operate vehicles | <input type="checkbox"/> Repair things         |
| <input type="checkbox"/> Build, observe, inspect things | <input type="checkbox"/> Good with my hands        | <input type="checkbox"/> Use complex equipment |
| <input type="checkbox"/> Construct or repair buildings  | <input type="checkbox"/> Operate tools/machinery   | <input type="checkbox"/> Use my hands          |

**Using Words, Ideas:**

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Articulate             | <input type="checkbox"/> Design    | <input type="checkbox"/> Remember information |
| <input type="checkbox"/> Communicate verbally   | <input type="checkbox"/> Edit      | <input type="checkbox"/> Research             |
| <input type="checkbox"/> Correspond with others | <input type="checkbox"/> Inventive | <input type="checkbox"/> Speak in public      |
| <input type="checkbox"/> Create new ideas       | <input type="checkbox"/> Logical   | <input type="checkbox"/> Write clearly        |

**Working with People:**

- |  |                                    |                                     |
|--|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Administer      | <input type="checkbox"/> Kind      | <input type="checkbox"/> Sensitive  |
| <input type="checkbox"/> Care for        | <input type="checkbox"/> Listen    | <input type="checkbox"/> Sociable   |
| <input type="checkbox"/> Confront others | <input type="checkbox"/> Negotiate | <input type="checkbox"/> Supervise  |
| <input type="checkbox"/> Counsel people  | <input type="checkbox"/> Outgoing  | <input type="checkbox"/> Tolerant   |
| <input type="checkbox"/> Demonstrate     | <input type="checkbox"/> Patient   | <input type="checkbox"/> Tough      |
| <input type="checkbox"/> Diplomatic      | <input type="checkbox"/> Persuade  | <input type="checkbox"/> Trust      |
| <input type="checkbox"/> Help others     | <input type="checkbox"/> Pleasant  | <input type="checkbox"/> Understand |

### Job Content Skills – what have you done?

- Adapting new procedure
- Administering programs
- Advising people
- Analyzing data
- Analyzing problems
- Assembling apparatus
- Becoming actively involved
- Being thorough
- Budgeting expenses
- Calculating numerical data
- Checking for accuracy
- Coaching individuals
- Collecting money
- Comparing results
- Compiling statistics
- Conducting meetings
- Coordinating schedules/times
- Coping with deadlines
- Delegating responsibility
- Determining/defining problems
- Developing plans for projects
- Dispensing information
- Drafting reports
- Editing work
- Encouraging others
- Evaluating programs
- Expressing ideas orally to individuals or groups
- Finding/gathering information
- Handling complaints
- Handling detail work
- Imagining new solutions
- Inspecting physical objects
- Interacting with people at various levels
- Interviewing prospective employees
- Investigating problems
- Knowledge of concepts and principles
- Listening to others
- Locating missing information
- Maintaining accurate records
- Maintaining emotional control under stress
- Making decisions
- Managing an organization
- Managing people
- Mediating between people
- Meeting new people
- Motivating others
- Negotiating, arbitrating conflicts
- Operating equipment
- Organizing files
- Organizing tasks
- Performing numeric analysis
- Persuading others
- Picking out important information
- Planning agendas/meetings
- Planning organizational needs
- Preparing written communications
- Prioritizing work
- Promoting events
- Proposing ideas
- Providing customer service
- Public speaking
- Reading volumes of materials
- Recommending course of action
- Recommending ideas
- Rehabilitating people
- Relating to the public
- Running meetings
- Screening telephone calls
- Selling ideas/products
- Setting up demonstrations
- Setting work/committee goals
- Teaching/Training Individuals
- Thinking in a logical manner
- Taking independent action