

Transferable Skills Checklist

Creative, Artistic Skills

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|---|---|---|
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Expressive | <input type="checkbox"/> Play Instruments |
| <input type="checkbox"/> Dance, body movement | <input type="checkbox"/> Music Appreciation | <input type="checkbox"/> Present artistic ideas |
| <input type="checkbox"/> Draw, sketch, render | <input type="checkbox"/> Perform, act | |

Dealing with Data

- | | | |
|---|---|---|
| <input type="checkbox"/> Analyze data or facts | <input type="checkbox"/> Compile | <input type="checkbox"/> Manage money |
| <input type="checkbox"/> Audit records | <input type="checkbox"/> Count, observe, compile | <input type="checkbox"/> Negotiate |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Observe |
| <input type="checkbox"/> Calculate, compute | <input type="checkbox"/> Evaluate | <input type="checkbox"/> Research |
| <input type="checkbox"/> Classify data | <input type="checkbox"/> Investigate | <input type="checkbox"/> Synthesize |
| <input type="checkbox"/> Compare, inspect, record facts | <input type="checkbox"/> Keep financial records | <input type="checkbox"/> Take inventory |
| | <input type="checkbox"/> Locate answers/information | |

Key Transferable Skills:

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|---|---|---|
| <input type="checkbox"/> Accept responsibility | <input type="checkbox"/> Manage people | <input type="checkbox"/> Plan |
| <input type="checkbox"/> Control budgets | <input type="checkbox"/> Meet deadlines | <input type="checkbox"/> Solve problems |
| <input type="checkbox"/> Increase sales or efficiency | <input type="checkbox"/> Meet the public | <input type="checkbox"/> Speak in public |
| <input type="checkbox"/> Instruct others | <input type="checkbox"/> Negotiate | <input type="checkbox"/> Supervise others |
| <input type="checkbox"/> Manage money or budgets | <input type="checkbox"/> Organize/manage projects | <input type="checkbox"/> Written communications |

Leadership

- | | | |
|---|---|--|
| <input type="checkbox"/> Arrange social functions | <input type="checkbox"/> Get results | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Competitive | <input type="checkbox"/> Mediate problems | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Motivate people | <input type="checkbox"/> Solve problems |
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Negotiate agreements | <input type="checkbox"/> Take risks |
| <input type="checkbox"/> Direct others | <input type="checkbox"/> Plan | |
| <input type="checkbox"/> Explain things to others | <input type="checkbox"/> Run meetings | |

Other Transferable Skills:

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|---|--|--|
| <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:

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|---|------------------------------------|---|
| <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:

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| <input type="checkbox"/> Administer | <input type="checkbox"/> Kind | <input type="checkbox"/> Sensitive |
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| <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?

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| <input type="checkbox"/> Adapting new procedure | <input type="checkbox"/> Expressing ideas orally to individuals or groups | <input type="checkbox"/> Organizing tasks |
| <input type="checkbox"/> Administering programs | <input type="checkbox"/> Finding/gathering information | <input type="checkbox"/> Performing numeric analysis |
| <input type="checkbox"/> Advising people | <input type="checkbox"/> Handling complaints | <input type="checkbox"/> Persuading others |
| <input type="checkbox"/> Analyzing data | <input type="checkbox"/> Handling detail work | <input type="checkbox"/> Picking out important information |
| <input type="checkbox"/> Analyzing problems | <input type="checkbox"/> Imagining new solutions | <input type="checkbox"/> Planning agendas/meetings |
| <input type="checkbox"/> Assembling apparatus | <input type="checkbox"/> Inspecting physical objects | <input type="checkbox"/> Planning organizational needs |
| <input type="checkbox"/> Becoming actively involved | <input type="checkbox"/> Interacting with people at various levels | <input type="checkbox"/> Preparing written communications |
| <input type="checkbox"/> Being thorough | <input type="checkbox"/> Interviewing prospective employees | <input type="checkbox"/> Prioritizing work |
| <input type="checkbox"/> Budgeting expenses | <input type="checkbox"/> Investigating problems | <input type="checkbox"/> Promoting events |
| <input type="checkbox"/> Calculating numerical data | <input type="checkbox"/> Knowledge of concepts and principles | <input type="checkbox"/> Proposing ideas |
| <input type="checkbox"/> Checking for accuracy | <input type="checkbox"/> Listening to others | <input type="checkbox"/> Providing customer service |
| <input type="checkbox"/> Coaching individuals | | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Collecting money | | <input type="checkbox"/> Reading volumes |
| <input type="checkbox"/> 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
- 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
- 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