**Transferable Skills Checklist**

**Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Over the years, you have developed many skills from coursework, extra-curricular activities, positions of employment, and your total life experiences. You have used various skills that are not limited to just one discipline. These skills will be transferable to many different occupations or disciplines. A prospective employer expects you to be able to apply the skills you have learned to a work environment. Use the following checklist to help you pinpoint some of your transferable skills.

communicates effectively to justify position

able to sell products or ideas

perceives how to interpret body language

facilitates presentations/public speaking

reports information

responds to others in non-judgmental way

provides feedback in constructive ways

builds trust and openness with others

conveys a positive self-image to others

**Communication Skills**

interacts successfully with a wide range of people

writes clearly and concisely

listens attentively and objectively

presents ideas clearly and concisely

facilitates group discussions

interviews-asks/responds to questions effectively

presents opinions in an open and objective way

negotiates skillfully; willing to make compromises

uses various media to present ideas imaginatively

displays patience

interacts effectively with peers, superiors, and subordinates

persuades others

willing to take risks

teaches/instructs others

demonstrates effective social behavior

perceives feelings and situations

delegating with respect

works with diversity or multi-cultural issues

keeps a group “on track”

**Human Relations/Interpersonal**

develops rapport

sensitive to others

listens effectively

conveys feelings to others

provides support for others

motivates others

shares credit with others

delegates with respect

provides counseling

encourages spirit of

cooperation

analyzes

develops evaluation strategies

tests validity of data

designs an experiment or model

formulates questions

makes conclusions

conceptualizes

observes and discovers

defines needs

**Research/Planning/Investigation**

forecasts/predicts

creates ideas

identifies problems

imagines alternatives

identifies resources

gathers information

solves problems

sets goals

extracts important information

meets goals

enlists help when needed

accepts responsibility

sets and meets deadlines

organizes

makes decisions

seeks opportunities for professional development

evaluates personal and professional strengths and weaknesses

**Work Survival Skills**

implements decisions

cooperates

enforces policies

always punctual

demonstrates time management

attention to detail

works effectively under pressure

takes initiative in job-related duties

\_\_\_\_ discerns appropriate behavior in

the workplace

**Organization/Management/Leadership/Decision Making**

initiates new ideas and tasks manages groups

motivates and empowers others to act delegates responsibility to others

coordinates and plan tasks teach/instruct

coaches/mentors promote change

counsels sell ideas or products

manages conflict makes decisions with others

motivates and leads people analyzes tasks

organizes people/tasks to achieve a specific goal identifies people who can contribute to solutions

of problems or tasks

follows up with others to evaluate progress facilitates brainstorming activities

conducts meetings develops goals for an organization

gives praise and credit to others for a job well done prioritizes tasks

solves problems/mediates encourages and inspires

takes risks negotiates agreements

implements sound decisions takes responsibility for decisions

ability to fundraise

calculates

projects/forecasts

ensures timeliness of payments

**Financial Management**

develops a budget accurately estimating expenses and income

keeps accurate and complete financial records

accounting skills

assesses

invests

identifies a general principle that explains

interrelated experience

involves group members to evaluate solutions

develops plans to implement solutions

ability to multi-task

\_\_\_\_ shows curiosity

\_\_\_\_ demonstrates imagination

**Critical Thinking/Creative Thinking/Problem Solving**

anticipates problems before they occur

defines problems and identifies possible causes

identifies possible solutions and selects the most appropriate ones

creates innovative solutions to complex problems

\_\_\_\_ exhibits cognitive flexibility, thinks outside the box

**Computer Skills/Office Technology**

\_\_\_\_ ability to use a variety of computer programs (i.e. Microsoft Office, Adobe Acrobat, etc.)

\_\_\_\_ ability to operate computers and other basic office equipment

\_\_\_\_ ability to organize and maintain files

\_\_\_\_ ability to design displays and publicity material (print, video, Internet)

**Mechanical Skills**

\_\_\_\_ ability to install, operate and monitor the performance of equipment and mechanical devices; able to repair

Mechanical devices

\_\_\_\_ ability to research, test, design and develop machines, tools, engines, mechanical devices, etc.

**Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**