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