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
___writing clearly and concisely
___listening attentively and objectively
___expressing ideas
___facilitating group discussion
___interviewing
___editing
___responding appropriately to +/- feedback
___using various media to present ideas imaginatively
___providing appropriate feedback
___negotiating
___perceiving nonverbal messages
___persuading
___reporting information
___describing feelings
___public speaking
___using various styles of written communication
___conveying a positive self image to others

Research/Planning/Investigation
___forecasting/predicting
___creating ideas
___identifying problems
___imagining alternatives
___identifying resources
___gathering information
___solving problems
___setting goals
___extracting important information
___analyzing
___developing evaluation strategies
___testing validity of data
___designing an experiment or model
___formulating questions
___making conclusions
___conceptualizing
___observing and discovering
___defining needs

Human Relations/Interpersonal
___developing rapport
___being sensitive
___listening
___conveying feelings
___providing support for others
___motivating
___sharing credit

___helping others
___counseling
___cooperating
___keeping a group "on track"
___being patient
___interacting effectively with peers, superiors, and subordinates
___persuading others
___being willing to take risks
___teaching/instructing others
___demonstrating effective social behavior
___perceiving feelings and situations
___delegating with respect
___working with diversity or multi-cultural issues

Work Survival
___implementing decisions
___cooperation
___enforcing policies
___being punctual
___managing time and stress
___attending to detail
___working effectively under pressure
___taking initiative in job-related duties
___discerning appropriate behaviors for the workplace
___meeting goals
___enlisting help
___accepting responsibility
___setting and meeting deadlines
___organizing
___making decisions
___seeking opportunities for professional development
___evaluating personal and professional strengths and weaknesses

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Organization/Management/Leadership/Decision Making
___initiating new ideas and tasks
___handling details
___coordinating tasks
___coaching/mentoring
___counseling
___managing conflict
___motivating and leading people
___organizing people/tasks to achieve a specific goal
___following up with others to evaluate progress
___conducting meetings
___giving praise and credit to others for a job well done
___solving problems/mediating
___taking risks
___implementing sound decisions
___managing groups
___delegating responsibility
___teaching/instructing
___promoting change

___selling ideas or products
___making decisions with others
___analyzing tasks
___identifying people who can contribute to solutions
of problems or tasks
___facilitating brainstorming activities
___developing goals for an organization
___prioritizing tasks
___encouraging and inspiring
___negotiating agreements
___ taking responsibility for decisions

Financial Management
___developing a budget accurately estimating expenses and
income
___keeping accurate and complete financial records
___accounting
___assessing
___ensuring timeliness of payments
___fundraising
___calculating
___projecting/forecasting
___investing
Critical Thinking/Problem Solving
___anticipating problems before they occur
___defining problems and identifying possible causes
___identifying possible solutions and selecting the most
appropriate ones
___creating innovative solutions to complex problems
___involving group members to evaluate solutions
___developing plans to implement solutions
___multi-tasking
___identifying a general principle than 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.

Skill Example Ranking

a.

b.

c.

d.

e.