

Transferable Skills Checklist

Transferable skills are skills in which people learn through education, professional experiences, and interpersonal encounters. These skills are valued by employers across all disciplines and are often forgotten or left out of the resume. Use this checklist to start thinking about some of the skills you learned and utilized. They can then be incorporated with the keyword or action verbs to highlight skills that will be useful in any setting, regardless of the relevance to the field.

Communication Skills

- | | |
|---|--|
| <input type="checkbox"/> speaking effectively | <input type="checkbox"/> providing appropriate feedback |
| <input type="checkbox"/> writing clearly and concisely | <input type="checkbox"/> negotiating |
| <input type="checkbox"/> listening attentively and objectively | <input type="checkbox"/> perceiving nonverbal messages |
| <input type="checkbox"/> expressing ideas | <input type="checkbox"/> persuading |
| <input type="checkbox"/> facilitating group discussion | <input type="checkbox"/> reporting information |
| <input type="checkbox"/> interviewing | <input type="checkbox"/> describing feelings |
| <input type="checkbox"/> editing | <input type="checkbox"/> public speaking |
| <input type="checkbox"/> responding appropriately to +/- feedback | <input type="checkbox"/> using various styles of written communication |
| <input type="checkbox"/> using various media to present ideas imaginatively | <input type="checkbox"/> conveying a positive self image to others |

Research/Planning/Investigation

- | | |
|---|---|
| <input type="checkbox"/> forecasting/predicting | <input type="checkbox"/> analyzing |
| <input type="checkbox"/> creating ideas | <input type="checkbox"/> developing evaluation strategies |
| <input type="checkbox"/> identifying problems | <input type="checkbox"/> testing validity of data |
| <input type="checkbox"/> imagining alternatives | <input type="checkbox"/> designing an experiment or model |
| <input type="checkbox"/> identifying resources | <input type="checkbox"/> formulating questions |
| <input type="checkbox"/> gathering information | <input type="checkbox"/> making conclusions |
| <input type="checkbox"/> solving problems | <input type="checkbox"/> conceptualizing |
| <input type="checkbox"/> setting goals | <input type="checkbox"/> observing and discovering |
| <input type="checkbox"/> extracting important information | <input type="checkbox"/> defining needs |

Human Relations/Interpersonal

- | | |
|---|--|
| <input type="checkbox"/> developing rapport | <input type="checkbox"/> being patient |
| <input type="checkbox"/> being sensitive | <input type="checkbox"/> interacting effectively with peers, superiors, and subordinates |
| <input type="checkbox"/> listening | <input type="checkbox"/> persuading others |
| <input type="checkbox"/> conveying feelings | <input type="checkbox"/> being willing to take risks |
| <input type="checkbox"/> providing support for others | <input type="checkbox"/> teaching/instructing others |
| <input type="checkbox"/> motivating | <input type="checkbox"/> demonstrating effective social behavior |
| <input type="checkbox"/> sharing credit | <input type="checkbox"/> perceiving feelings and situations |
| <input type="checkbox"/> helping others | <input type="checkbox"/> delegating with respect |
| <input type="checkbox"/> counseling | <input type="checkbox"/> working with diversity or multi-cultural issues |
| <input type="checkbox"/> cooperating | <input type="checkbox"/> keeping a group "on track" |

Work Survival

- | | |
|---|--|
| <input type="checkbox"/> implementing decisions | <input type="checkbox"/> meeting goals |
| <input type="checkbox"/> cooperation | <input type="checkbox"/> enlisting help |
| <input type="checkbox"/> enforcing policies | <input type="checkbox"/> accepting responsibility |
| <input type="checkbox"/> being punctual | <input type="checkbox"/> setting and meeting deadlines |
| <input type="checkbox"/> managing time and stress | <input type="checkbox"/> organizing |
| <input type="checkbox"/> attending to detail | <input type="checkbox"/> making decisions |
| <input type="checkbox"/> working effectively under pressure | <input type="checkbox"/> seeking opportunities for professional development |
| <input type="checkbox"/> taking initiative in job-related duties | <input type="checkbox"/> evaluating personal and professional strengths and weakness |
| <input type="checkbox"/> discerning appropriate behaviors for the workplace | |

Organization/Management/Leadership/Decision Making

- | | |
|---|--|
| <input type="checkbox"/> initiating new ideas and tasks | <input type="checkbox"/> managing groups |
| <input type="checkbox"/> handling details | <input type="checkbox"/> delegating responsibility |
| <input type="checkbox"/> coordinating tasks | <input type="checkbox"/> teaching/instructing |
| <input type="checkbox"/> coaching/mentoring | <input type="checkbox"/> promoting change |
| <input type="checkbox"/> counseling | <input type="checkbox"/> selling ideas or products |
| <input type="checkbox"/> managing conflict | <input type="checkbox"/> making decisions with others |
| <input type="checkbox"/> motivating and leading people | <input type="checkbox"/> analyzing tasks |
| <input type="checkbox"/> organizing people/tasks to achieve a specific goal | <input type="checkbox"/> identifying people who can contribute to solutions of problems or tasks |
| <input type="checkbox"/> following up with others to evaluate progress | <input type="checkbox"/> facilitating brainstorming activities |
| <input type="checkbox"/> conducting meetings | <input type="checkbox"/> developing goals for an organization |
| <input type="checkbox"/> giving praise and credit to others for a job well done | <input type="checkbox"/> prioritizing tasks |
| <input type="checkbox"/> solving problems/mediating | <input type="checkbox"/> encouraging and inspiring |
| <input type="checkbox"/> taking risks | <input type="checkbox"/> negotiating agreements |
| <input type="checkbox"/> implementing sound decisions | <input type="checkbox"/> taking responsibility for decisions |

Financial Management

- | | |
|--|--|
| <input type="checkbox"/> developing a budget accurately estimating expenses and income | <input type="checkbox"/> ensuring timeliness of payments |
| <input type="checkbox"/> keeping accurate and complete financial records | <input type="checkbox"/> fundraising |
| <input type="checkbox"/> accounting | <input type="checkbox"/> calculating |
| <input type="checkbox"/> assessing | <input type="checkbox"/> projecting/forecasting |
| <input type="checkbox"/> investing | |

Critical Thinking/Problem Solving

- | | |
|---|--|
| <input type="checkbox"/> anticipating problems before they occur | <input type="checkbox"/> involving group members to evaluate solutions |
| <input type="checkbox"/> defining problems and identifying possible causes | <input type="checkbox"/> developing plans to implement solutions |
| <input type="checkbox"/> identifying possible solutions and selecting the most appropriate ones | <input type="checkbox"/> multi-tasking |
| <input type="checkbox"/> creating innovative solutions to complex problems | <input type="checkbox"/> identifying a general principle that explains interrelated experience |

To start brainstorming about relating your transferable skills to your previous experiences use this worksheet. Fill out the five most important skills, combined with where you learned them, and examples of you implementing the skills.

<u>Skill</u>	<u>Example</u>
1. _____ _____	_____ _____
2. _____ _____	_____ _____
3. _____ _____	_____ _____
4. _____ _____	_____ _____
5. _____ _____	_____ _____

Adapted from Missouri State Career Center