**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.** You already possess many of these skills, and they are useful in a variety of contexts. While this list does not contain every skill, it may help you identify some relevant talents for fulfilling your goals. Use this checklist to start thinking about some of the skills you have already learned and utilized.

Using the checklist below, highlight the skills that you have in yellow and highlight the skills you want to develop in blue. (If you are doing this on paper, put a check by skills you have and circle skills you want.)

**Critical Thinking/Problem Solving**

* Analyze information
* Create ideas
* Find alternative options/solutions
* Identify problems
* Observe details
* Plan strategies
* Predict outcomes
* Anticipate problems
* Conceptualize cases/situations
* Detect themes/patterns
* Discover resources
* Formulate questions
* Gather information
* Set goals

**Communication**

* Express ideas
* Listen attentively
* Perceive nonverbal cues
* Persuade others
* Provide feedback
* Write clearly
* Public speaking
* Convey positivity
* Describe feelings
* Edit documents
* Facilitate discussion
* Interview clients
* Report information
* Receive feedback

**Teamwork/Collaboration**

* Give advice
* Display patience/sensitivity
* Convey feelings
* Develop rapport
* Interact sociably
* Listen effectively
* Persuade others
* Provide support
* Appreciate diversity
* Counsel/empower others
* Demonstrate emotional intelligence
* Help/cooperate
* Motivate
* Perceive feelings/group dynamics
* Share credit/recognize efforts
* Teach/instruct others

**Digital Technology**

* Connect networks/network administration
* Conduct online research
* Develop software
* Evaluate products
* Install hardware/software
* Troubleshoot problems
* Understand customers’ concerns
* Use statistical tools
* Design/manage websites
* Explain technical processes
* Facilitate video conferences/discussions
* Learn new technologies
* Operate audio/visual technology
* Program/code
* Repair technology
* Write technical/instructional manuals

**Leadership**

* Delegate responsibility
* Manage groups
* Motivate people
* Promote change/take risks
* Reduce conflict
* Own/acknowledge responsibility
* Teach colleagues/followers
* Analyze tasks
* Conduct meetings
* Develop goals
* Give praise and feedback
* Identify talents
* Negotiate agreements
* Prioritize tasks

**Professionalism/Work Ethic**

* Arrive on-time/punctuality
* Recognize accountability to self/others
* Appreciate teamwork
* Follow dress code(s)
* Improve/maintain organization’s reputation
* Represent agencies properly
* Meet deadlines/due dates
* Adhere to company policy
* Consider others’ thoughts/feelings
* Evaluate personal performance
* Exercise patience/defer gratification
* Make ethical decisions
* Model integrity
* Welcome/assist new colleagues

**Career Management**

* Advocate for oneself
* Articulate skills & strengths
* Continue professional development
* Explore occupational information
* Prioritize personal growth
* Research labor/market trends
* Update résumé/cover letter
* Assess readiness for promotion
* Cope with setbacks/rejection
* Initiate informational interviews
* Make informed decisions
* Network/build connections
* Practice interview skills
* Prepare for career transition(s)

**Global/Intercultural Fluency**

* Ask clarifying questions
* Confront prejudice/discrimination
* Convey authenticity
* Examine assumptions
* Correct misunderstandings
* Respect individuality
* Study other cultures
* Acknowledge context/history
* Display inclusivity & safety
* Engage in self-reflection
* Navigate cultural norms tactfully
* Recognize power/influence disparities
* Speak another language(s)
* Self-disclose considerately

**Transferring Your Skills**

Past skills are often relevant to success in future settings. Let’s look at how experiences you’ve already had impact your future career.

1. In the ***Experiences*** table, list 3-5 of your relevant past life, work, or academic experiences; critical strengths; talents; qualities; and/or personable attributes.
2. Then in the **Goals & Aspirations** table, list 3-5 occupations or educational options that interest you.
3. In the ***Transferable Skills*** table, select five skills from the checklist on pages 1 & 2 that are necessary for success in both your past experiences and your desired goals.

| ***Experiences*** |
| --- |
| ***Example*:** *Worked as a nanny/babysitter for 3 years* |
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| ***Goals & Aspirations*** |
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| ***Example*:** *Becoming a therapist / applying to Master of Social Work programs* |
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| ***Transferable Skills*** |
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| ***Example*:** *Arriving on-time is important for both being a successful nanny and assisting social work clients*  |
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***Improving Your Skills***

1. Select three skills that you circled from the Transferable Skills Checklist and write them in the ***Skills to Develop*** column.
2. Describe why you would like to improve that skill in the ***Purpose/Outcome*** column.
3. Describe how you plan to develop that skill specifically in the ***Activity*** column
4. Finally, rank how important it is for you to develop that skill compared to the others in the ***Priority*** column using ranks of 1-3. (1 being the most important.)

| ***Skills to Develop***  | ***Purpose/Outcome***  | ***Activity***  | ***Priority*** |
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***Recognizing Your Skills***

1. Select the **top five skills** that you checked off from the Transferable Skills Checklist on pages 1 & 2, and then write them in the ***My Best Transferable Skills*** column.
2. Describe why/how that skill is useful in the ***Purpose/Usefulness*** column.
3. Provide a brief example of how you have displayed the skill in the past in the ***Example*** column.
4. **These are your transferable skills! Update your Naviance resume with these skills. You will need to add the “Skills/Academic Achievement” section and use it to list your transferable skills.**

| ***My Best Transferable Skills*** | ***Purpose/Usefulness***  | ***Example*** |
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