

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
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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
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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
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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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