

## Transferable Skills

As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work, and life experiences to the work environment.

### What Skills and Qualities are Important to Employers?

According to the 2012 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

1. Ability to **work in a team** structure
2. Ability to **verbally communicate** with persons inside and outside the organization
3. Ability to **make decisions and solve problems**
4. Ability to **obtain and process information**
5. Ability to **plan, organize and prioritize work**
6. Ability to **analyze quantitative data**
7. **Technical knowledge** related to the job
8. Proficiency with **computer software programs**
9. Ability to **create and/or edit written reports**
10. Ability to **sell or influence** others

It is interesting to note that, without fail, communication skills and team work rank high on the list of skills employers want year after year. Which of the top ten skills do you excel in? How have you demonstrated these? How can you develop them further?

### Take Stock of Your Transferable Skills

Review the lists in the following 5 categories, and underline all the skills you have. Then go back and circle the 10 underlined skills you would enjoy using most. Write these top 10 skills in the spaces provided under "Ten Most Preferred Skills" and write a brief example of how you have demonstrated each skill in a job, class, internship, or extracurricular activity. This will help as you consider career options and as you prepare for your job or internship search and interviews.

#### Human Relations

*Attend to the social, physical or mental needs of people*

being sensitive  
 counseling  
 advocating  
 coaching  
 providing care  
 conveying feelings  
 empathizing  
 interpersonal skills  
 facilitating group process  
 active listening  
 motivating

#### Design & Planning

*Imagine the future, develop a process for creating it*

anticipating problems  
 creating images  
 designing programs  
 displaying  
 creating images  
 brainstorming new ideas  
 improvising  
 composing  
 thinking visually  
 anticipating consequences of action  
 conceptualizing

#### Communication

*Exchange, transmission and expression of knowledge and ideas*

speaking effectively  
 writing concisely  
 listening attentively  
 expressing ideas  
 facilitating discussion  
 providing appropriate feedback  
 negotiating  
 perceiving nonverbal messages  
 persuading  
 describing feelings  
 interviewing  
 editing

**Organization, Management**

*Direct and guide a group in completing tasks and attaining goals*

- initiating new ideas
- making decisions
- leading
- solving problems
- meeting deadlines
- supervising
- motivating
- coordinating tasks
- assuming responsibility
- setting priorities
- teaching
- interpreting policy
- mediating
- recruiting
- resolving conflict
- organizing
- determining policy
- giving directions

**Research & Planning**

*The search for specific knowledge*

- setting goals
- analyzing ideas
- analyzing data
- defining needs
- investigating
- reading for information
- gathering information
- formulating hypotheses
- calculating and comparing
- developing theory
- observing
- identifying resources
- outlining
- creating ideas
- identifying resources
- critical thinking
- predicting and forecasting
- solving problems

Ten most preferred skills	Examples of how you've used them
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	