Transferable Skills Worksheet

Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. Almost any job, course project, student organization activity, or volunteer experience you have had provided you with particular skills that can be *transferable*, or relevant and useful, in future work or volunteer experiences.

Skills and Qualities Important to Employers

According to the 2014 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 **make decisions and solve problems**
3. Ability to **plan, organize and prioritize work**
4. Ability to **verbally communicate** with persons inside and outside the organization
5. Ability to **obtain and process information**
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 or already 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 to apply your most valued skills in future work or volunteer environments.

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

Research & Planning

The search for specific knowledge

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

Ten most preferred skills	Examples of how you've used them
Example: interpersonal skills	• Peer mediation • Tutoring other students
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	