

Transferable Skills Survey

Below is a list of common transferable skills. Think about your own experiences at school, volunteering, working, etc. and describe the experiences you have that demonstrate the skill.

Strong Work Ethic

- Being punctual
- Meeting goals
- Setting high standards for self
- Produce quality projects/work

Experiences Related to Skill

Communication

- Speaking effectively
- Writing concisely
- Listening attentively
- Perceiving non-verbal messages
- Facilitating group discussion

Teamwork

- Willing to share credit/power
- Collaborating with others
- Including others
- Empowering others
- Managing conflict
- Representing others

Initiative

- Initiating new ideas
- Promoting change
- Accepting responsibility

Interpersonal

- Cultivating relationships
- Conveying feelings
- Perceiving feelings, situations

Problem-Solving

- Identifying problems
- Developing evaluation strategies
- Demonstrating web-like thinking

Analytical

- Forecasting, predicting
- Extracting important information
- Constantly learning and reflecting

Flexibility/Adaptability

- Cooperating
- Enlisting help

Open to difference

Detail-Oriented

Following directions

Gathering information

Managing details

Organization

Reporting information

Coordinating tasks

Managing time

Setting and meeting deadlines

Leadership

Finding a common purpose/goal

Articulating a vision

Motivating

Delegating with respect

Managing groups

Coaching

Self-Confidence

Expressing ideas

Asserting one's self appropriately

Defining needs

Friendly/Outgoing

Being sensitive

Providing support for others

Counseling

Tactfulness

Providing appropriate feedback

Enforcing policies

Creativity

Suggesting ideas

Imagining alternatives

Initiating new ideas

Strategic Planning

Identifying resources

Setting goals

Entrepreneurial/Risk-Taking

Negotiating

Persuading

Selling ideas or products

Attitude/Sense of Humor

Having a positive attitude -----

Being optimistic -----

Acting appropriately in workplace -----

Other Skills
