

TRANSFERABLE SKILLS CHECKLIST

Key Transferable Skills

- ☐ Meet deadlines
- ☐ Ability to delegate
- ☐ Ability to plan
- ☐ Results oriented
- ☐ Customer Service oriented
- ☐ Supervise others
- ☐ Increase sales or efficiency
- ☐ Accept responsibility
- ☐ Instruct others
- ☐ Desire to learn & improve
- ☐ Good time management
- ☐ Solve problems
- ☐ Manage money/budgets
- ☐ Manage people
- ☐ Meet the public
- ☐ Organize people
- ☐ Organize/manage projects
- ☐ Team player
- ☐ Written communications
- ☐ Work independently
- ☐ Computer skills
- ☐ Manage contracts

Other Transferable Skills

(dealing with things)

- ☐ Use my hands
- ☐ Assemble or make things
- ☐ Safety conscious
- ☐ Build, observe, inspect things
- ☐ Construct or repair
- ☐ Follow instructions
- ☐ Operate tools and machinery
- ☐ Drive or operate vehicles
- ☐ Repair things
- ☐ Use complex equipment

Dealing with Data

- ☐ Analyze data or facts
- ☐ Bookkeeping
- ☐ Investigate
- ☐ Audit records
- ☐ Input financial records
- ☐ Locate answers or information
- ☐ Balance money
- ☐ Calculate, compute

- ☐ Classify data
- ☐ Compare, inspect, or record facts
- ☐ Count, observe, compile
- ☐ Research
- ☐ Detail-oriented
- ☐ Take inventory

Working with People

- ☐ Patient
- ☐ Care for
- ☐ Persuasive
- ☐ Confront others
- ☐ Pleasant
- ☐ Counsel people
- ☐ Sensitive
- ☐ Demonstrate something
- ☐ Supportive
- ☐ Diplomatic
- ☐ Supervise
- ☐ Speak in public
- ☐ Help others
- ☐ Tactful
- ☐ Insightful
- ☐ Teach
- ☐ Interview others
- ☐ Anticipate needs
- ☐ High energy
- ☐ Open minded
- ☐ Kind
- ☐ Take orders
- ☐ Listen
- ☐ Serving
- ☐ Trust
- ☐ Working with others
- ☐ Negotiate
- ☐ Understand
- ☐ Adaptable
- ☐ Outgoing

Using Words/Ideas

- ☐ Articulate
- ☐ Innovative
- ☐ Communicate verbally
- ☐ Logical
- ☐ Remember information
- ☐ Accurate
- ☐ Research
- ☐ Create new ideas
- ☐ Design

- ☐ Speak in public
- ☐ Edit
- ☐ Write clearly
- ☐ Prefer details
- ☐ Understand the big picture

Leadership

- ☐ Arrange social functions
- ☐ Motivate people
- ☐ Negotiate agreements
- ☐ Decisive
- ☐ Plan
- ☐ Delegate
- ☐ Run meetings
- ☐ Direct others
- ☐ Explain things to others
- ☐ Self-motivated
- ☐ Get results
- ☐ Share leadership
- ☐ Think of others
- ☐ Direct projects
- ☐ Team builder
- ☐ Solve problems
- ☐ Meditate problems
- ☐ Take risks
- ☐ Empower others

Creative

- ☐ Design/draw

Other Transferable Skills

- ☐ _____
- ☐ -
- ☐ _____
- ☐ -
- ☐ _____
- ☐ -
- ☐ _____
- ☐ -
- ☐ _____
- ☐ -
- ☐ _____
- ☐ -
- ☐ _____
- ☐ -
- ☐ _____
- ☐ -