

Transferable Skills Checklist

Based on a survey of employers, the National Association of Colleges and Employers (NACE) has identified the eight most desirable competencies essential for new graduates. You already possess many of these skills, and they are useful in a variety of contexts. While this list does not contain every skill, it may help you identify some relevant talents for fulfilling your goals.

Using the checklist below, check (✓) the skills that you already have and circle the skills you want to develop.

Critical Thinking/Problem Solving

Analyze information	Anticipate problems
Create ideas	Conceptualize cases/situations
Find alternative options/solutions	Detect themes/patterns
Identify problems	Discover resources
Observe details	Formulate questions
Plan strategies	Gather information
Predict outcomes	Set goals

Oral/Written Communication

Express ideas	Convey positivity
Listen attentively	Describe feelings
Perceive nonverbal cues	Edit documents
Persuade others	Facilitate discussion
Provide feedback	Interview clients
Write clearly	Report information
Public speaking	Receive feedback

Teamwork/Collaboration

Give advice	<input type="checkbox"/> Appreciate diversity
Display patience/sensitivity	Counsel/empower others
Convey feelings	Demonstrate emotional intelligence
Develop rapport	Help/cooperate
Interact sociably	Motivate
Listen effectively	Perceive feelings/group dynamics
Persuade others	Share credit/recognize efforts
Provide support	<input type="checkbox"/> Teach/instruct others

Digital Technology

Connect networks/network administration	Design/manage websites
Conduct online research	Explain technical processes
Develop software	Facilitate video conferences/discussions
Evaluate products	Learn new technologies
Install hardware/software	Operate audio/visual technology
Troubleshoot problems	Program/code
Understand customers' concerns	Repair technology
Use statistical tools	Write technical/instructional manuals

Leadership

Delegate responsibility
Manage groups
Motivate people
Promote change/take risks
Reduce conflict
Own/acknowledge responsibility
Teach colleagues/followers

Analyze tasks
Conduct meetings
Develop goals
Give praise and feedback
Identify talents
Negotiate agreements
Prioritize tasks

Professionalism/Work Ethic

Arrive on-time/punctuality
Recognize accountability to self/others
Appreciate teamwork
Follow dress code(s)
Improve/maintain organization's reputation
Represent agencies properly
Meet deadlines/due dates

Adhere to company policy
Consider others' thoughts/feelings
Evaluate personal performance
Exercise patience/defer gratification
Make ethical decisions
Model integrity
Welcome/assist new colleagues

Career Management

Advocate for oneself
Articulate skills & strengths
Continue professional development
Explore occupational information
Prioritize personal growth
Research labor/market trends
Update résumé/cover letter

Assess readiness for promotion
Cope with setbacks/rejection
Initiate informational interviews
Make informed decisions
Network/build connections
Practice interview skills
Prepare for career transition(s)

Global/Intercultural Fluency

Ask clarifying questions
Confront prejudice/discrimination
Convey authenticity
Examine assumptions
Correct misunderstandings
Respect individuality
Study other cultures

Acknowledge context/history
Display inclusivity & safety
Engage in self-reflection
Navigate cultural norms tactfully
Recognize power/influence disparities
Speak another language(s)
Self-disclose considerately

Transferring Your Skills

Past skills are often relevant to success in future settings. List 3-5 of your past experiences (Experiences), and then list 3-5 occupations or educational options that interest you (Goals & Aspirations). In the final section, select five skills from the Transferable Skills Checklist that are necessary for success in both your past experiences and your desired goals (Transferable Skills).

Experiences

Example: volunteered at an animal shelter for 2 years.

- 1.
- 2.
- 3.
- 4.
- 5.

Goals & Aspirations

Example: Becoming a renowned Veterinarian.

- 1.
- 2.
- 3.
- 4.
- 5.

Transferable Skills

Example: Arriving on-time is important for both being a successful nanny and assisting social work clients.

- 1.
- 2.
- 3.
- 4.
- 5.

Improving Your Skills

Select three skills that you circled from the Transferable Skills Checklist and write them in the “Skills to Develop” column.

Describe why you would like to improve that skill (Purpose/Outcome), how you plan to develop that skill specifically (Activity), and how important it is for you to develop that skill compared to the others (Priority) using ranks of 1-3.

<i>Skills to Develop</i>	<i>Purpose/Outcome</i>	<i>Activity</i>	<i>Priority</i>

Recognizing Your Skills

Select the top five skills that you checked off from the Transferable Skills Checklist and then write them in the “My Best Skills” column. Describe why/how that skill is useful (Purpose/Usefulness), and provide a brief example of how you have displayed the skill in the past (Example).

<i>My Best Skills</i>	<i>Purpose/Usefulness</i>	<i>Example</i>