

Career Builder

Transferable Skills Assessment Tool

1. Place a check next to the skills you possess.
2. Circle those skills which you enjoy using and would like to use in your career/job.

A. Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints ___in person ___over phone
- Present ideas effectively in speeches or lecture
- Persuade/influence others to a certain point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

B. Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language that makes others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

C. Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

D. Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments

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- Use a variety of media for presentation
 - Develop educational curriculum and materials
 - Create and administer evaluation plan
 - Facilitate a group
 - Explain difficult ideas, complex topics
 - Assess learning styles and respond accordingly
 - Consult and recommend solutions
 - Write well organized and documented reports
- E. Analyze
- Study data or behavior for meaning and solutions
 - Analyze quantitative, physical and/or scientific data
 - Write analysis of study and research
 - Compare and evaluate information
 - Systematize information and results
 - Apply curiosity
 - Investigate clues
 - Formulate insightful and relevant questions
 - Use technology for statistical analysis
- F. Research
- Identify appropriate information sources
 - Search written, oral and technological information
 - Interview primary sources
 - Hypothesize and test for results
 - Compile numerical and statistical data
 - Classify and sort information into categories
 - Gather information from a number of sources
 - Patiently search for hard-to-find information
 - Utilize electronic search methods
- G. Plan and Organize
- Identify and organize tasks or information
 - Coordinate people, activities and details
 - Develop a plan and set objectives
 - Set up and keep time schedules
 - Anticipate problems and respond with solutions
 - Develop realistic goals and action to attain them
 - Arrange correct sequence of information and actions
 - Create guidelines for implementing an action
 - Create efficient systems
 - Follow through, insure completion of a task
- H. Counsel and Serve
- Counsel, advise, consult, guide others
 - Care for and serve people; rehabilitate, heal
 - Demonstrate empathy, sensitivity and patience

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- Help people make their own decisions
 - Help others improve health and welfare
 - Listen empathically and with objectivity
 - Coach, guide, encourage individuals to achieve goals
 - Mediate peace between conflicting parties
 - Knowledge of self-help theories and programs
 - Facilitate self-awareness in others
- I. Interpersonal Relations
- Convey a sense of humor
 - Anticipate people's needs and reactions
 - Express feelings appropriately
 - Process human interactions, understand others
 - Encourage, empower, advocate for people
 - Create positive, hospitable environment
 - Adjust plans for the unexpected
 - Facilitate conflict management
 - Communicate well with diverse groups
 - Listen carefully to communication
- J. Leadership
- Envision the future and lead change
 - Establish policy
 - Set goals and determine courses of action
 - Motivate/inspire others to achieve common goals
 - Create innovative solutions to complex problems
 - Communicate well with all levels of the organization
 - Develop and mentor talent
 - Negotiate terms and conditions
 - Take risks, make hard decisions, be decisive
 - Encourage the use of technology at all levels
- K. Management
- Manage personnel, projects and time
 - Foster a sense of ownership in employees
 - Delegate responsibility and review performance
 - Increase productivity and efficiency to achieve goals
 - Develop and facilitate work teams
 - Provide training for development of staff
 - Adjust plans/procedures for the unexpected
 - Facilitate conflict management
 - Communicate well with diverse groups
 - Utilize technology to facilitate management
- L. Financial
- Calculate, perform mathematical computations
 - Work with precision with numerical data

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- Keep accurate and complete financial records
 - Perform accounting functions and procedures
 - Compile data and apply statistical analysis
 - Create computer generated charts for presentation
 - Use computer software for records and analysis
 - Forecast, estimate expenses and income
 - Appraise and analyze costs
 - Create and justify organization's budget to others
- M. Administrative
- Communicate well with key people in organization
 - Identify and purchase necessary resource materials
 - Utilize computer software and equipment
 - Organize, improve, adapt office systems
 - Track progress of projects and troubleshoot
 - Achieve goals within budget and time schedule
 - Assign tasks and sets standards for support staff
 - Hire and supervise temporary personnel as needed
 - Demonstrate flexibility during crisis
 - Oversee communication, email and telephones
- N. Create and Innovate
- Visualize concepts and results
 - Intuit strategies and solutions
 - Execute color, shape and form
 - Brainstorm and make use of group synergy
 - Communicate with metaphors
 - Invent products through experimentation
 - Express ideas through art form
 - Remember faces, accurate spatial memory
 - Create images through, sketches, sculpture, etc.
 - Utilize computer software for artistic creations
- O. Construct and Operate
- Assemble and install technical equipment
 - Build a structure, follow proper sequence
 - Understand blueprints and architectural specs
 - Repair machines
 - Analyze and correct plumbing or electrical problems
 - Use tools and machines
 - Master athletic skills
 - Landscape and farm
 - Drive and operate vehicles
 - Use scientific or medical equipment
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