

Hard, Soft & Transferable Skills List

Hard Skills, Soft Skills and Transferability Explained

Job-related “HARD” skills are those technical skills that are directly related to a job task: i.e., operating a woodworking machine...closing a sale of merchandise...designing a webpage...installing an engine, etc.

Self-management “SOFT” skills are personal traits you possess; your attitude and personality...the ability to work on a team...having a “can-do” attitude...honesty...enthusiasm, etc.

Transferable “PORTABLE” skills are those HARD or SOFT skills that carry-over from previous experiences to a specific new job opportunity...you must identify and sell these skills in your resume and during the job interview.

Computer Skills Checklist: Review the following list and indicate all skills you have with a “✓”.

Computer Skills

Multi Media <input type="checkbox"/> Strata <input type="checkbox"/> Premiere <input type="checkbox"/> Aldus Persuasion <input type="checkbox"/> Corel Presentation <input type="checkbox"/> Morph <input type="checkbox"/> Director <input type="checkbox"/> Painter <input type="checkbox"/> After Effects Databases <input type="checkbox"/> Access <input type="checkbox"/> dBase <input type="checkbox"/> FileMaker Pro <input type="checkbox"/> Paradox <input type="checkbox"/> Goldmine	Programming <input type="checkbox"/> UNIX <input type="checkbox"/> C++ <input type="checkbox"/> JAVA <input type="checkbox"/> PERL <input type="checkbox"/> ActiveX Repair/Set-up <input type="checkbox"/> A+ <input type="checkbox"/> LAN / WAN <input type="checkbox"/> CNE / CNA / MSC Internet <input type="checkbox"/> Web page design <input type="checkbox"/> HTML/VRML <input type="checkbox"/> Netscape <input type="checkbox"/> MS Internet Explorer <input type="checkbox"/> Flash	Spreadsheets <input type="checkbox"/> Quick Books <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> Excel <input type="checkbox"/> Quattro Pro <input type="checkbox"/> Peachtree <input type="checkbox"/> OO Calc Operating Systems <input type="checkbox"/> Windows Vista <input type="checkbox"/> Window XP <input type="checkbox"/> MAC <input type="checkbox"/> NT Word Processing <input type="checkbox"/> MS Office 2007 <input type="checkbox"/> OO Writer	Desktop Publishing/ <input type="checkbox"/> InDesign <input type="checkbox"/> MS Publisher <input type="checkbox"/> Power Point <input type="checkbox"/> Quark Express <input type="checkbox"/> Photoshop <input type="checkbox"/> Corel Draw <input type="checkbox"/> OO Presentation Web Apps <input type="checkbox"/> MySpace <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn / Zoominfo <input type="checkbox"/> Email <input type="checkbox"/> Google / maps <input type="checkbox"/> You Tube <input type="checkbox"/> Twitter
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SOFT Skills Checklist: Use the following list to help identify personal, self-management SOFT skills you believe you have. Place a “✓” next to the top **six** skills you have...

SOFT Skills

<input type="checkbox"/> Accept criticism <input type="checkbox"/> Accurate <input type="checkbox"/> Adaptable <input type="checkbox"/> Adventuresome <input type="checkbox"/> Analytical <input type="checkbox"/> Articulate <input type="checkbox"/> Assertive <input type="checkbox"/> Ambitious <input type="checkbox"/> Candid <input type="checkbox"/> Competent <input type="checkbox"/> Confident <input type="checkbox"/> Courteous <input type="checkbox"/> Cooperative <input type="checkbox"/> Creative thinker	<input type="checkbox"/> Customer oriented <input type="checkbox"/> Decisive <input type="checkbox"/> Dependable <input type="checkbox"/> Diverse <input type="checkbox"/> Diplomatic <input type="checkbox"/> Effective <input type="checkbox"/> Efficient <input type="checkbox"/> Emotionally stable <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Follow instructions <input type="checkbox"/> Friendly <input type="checkbox"/> Flexible <input type="checkbox"/> Hard-working <input type="checkbox"/> Honest	<input type="checkbox"/> Innovative <input type="checkbox"/> Knowledgeable <input type="checkbox"/> Literate <input type="checkbox"/> Loyal <input type="checkbox"/> Mature <input type="checkbox"/> Motivated <input type="checkbox"/> Optimistic <input type="checkbox"/> Orderly <input type="checkbox"/> Outgoing <input type="checkbox"/> Patient <input type="checkbox"/> Persistent <input type="checkbox"/> Positive attitude <input type="checkbox"/> Problem solver <input type="checkbox"/> Punctual	<input type="checkbox"/> Reliable <input type="checkbox"/> Resourceful <input type="checkbox"/> Self-confident <input type="checkbox"/> Self-starter <input type="checkbox"/> Sense of humor <input type="checkbox"/> Sensitive to others <input type="checkbox"/> Sincere <input type="checkbox"/> Tactful <input type="checkbox"/> Talented <input type="checkbox"/> Team oriented <input type="checkbox"/> Time managed <input type="checkbox"/> Technology centered <input type="checkbox"/> Trustworthy <input type="checkbox"/> Work under pressure <input type="checkbox"/> Work ethic
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Job-Related Skills Checklist: The following are examples of HARD skills if they are related to a specific occupation and it's tasks/duties.

STEP 1: From each category that applies to you, select your **3** strongest skills and check "✓."

Job-Related HARD Skill Examples by Career Theme Code					
R		I		A	
Physical & Technical		Research & Science		Creative & Communication	
<input type="checkbox"/> Assemble <input type="checkbox"/> Bend <input type="checkbox"/> Bind <input type="checkbox"/> Build <input type="checkbox"/> Cut <input type="checkbox"/> Drill <input type="checkbox"/> Drive <input type="checkbox"/> Feed <input type="checkbox"/> Grind <input type="checkbox"/> Handle <input type="checkbox"/> Lift	<input type="checkbox"/> Move <input type="checkbox"/> Punch <input type="checkbox"/> Repair <input type="checkbox"/> Setting-up	<input type="checkbox"/> Analyze <input type="checkbox"/> Clarify <input type="checkbox"/> Collect <input type="checkbox"/> Critique <input type="checkbox"/> Evaluate <input type="checkbox"/> Examine <input type="checkbox"/> Gather <input type="checkbox"/> Inspect	<input type="checkbox"/> Interpret <input type="checkbox"/> Interview <input type="checkbox"/> Investigate <input type="checkbox"/> Read <input type="checkbox"/> Reason <input type="checkbox"/> Review <input type="checkbox"/> Survey <input type="checkbox"/> Synthesize <input type="checkbox"/> Troubleshoot	<input type="checkbox"/> Abstract <input type="checkbox"/> Act <input type="checkbox"/> Create <input type="checkbox"/> Design <input type="checkbox"/> Discriminate <input type="checkbox"/> Edit <input type="checkbox"/> Express ideas <input type="checkbox"/> Humor <input type="checkbox"/> Imagine <input type="checkbox"/> Innovate <input type="checkbox"/> Interpret <input type="checkbox"/> Interview <input type="checkbox"/> Invent	<input type="checkbox"/> Listen <input type="checkbox"/> Negotiate <input type="checkbox"/> Paint <input type="checkbox"/> Perceive <input type="checkbox"/> Perform <input type="checkbox"/> Persuade <input type="checkbox"/> Report <input type="checkbox"/> Speak <input type="checkbox"/> Shape <input type="checkbox"/> Visualize <input type="checkbox"/> Write
S		E		C	
Helping		Management & Sales		Financial	
<input type="checkbox"/> Care <input type="checkbox"/> Coach <input type="checkbox"/> Counsel <input type="checkbox"/> Guide <input type="checkbox"/> Lead <input type="checkbox"/> Listen <input type="checkbox"/> Mentor <input type="checkbox"/> Observe <input type="checkbox"/> Refer <input type="checkbox"/> Relate <input type="checkbox"/> Sensitivity <input type="checkbox"/> Service <input type="checkbox"/> Support	Teaching	<input type="checkbox"/> Assess <input type="checkbox"/> Coach <input type="checkbox"/> Contract <input type="checkbox"/> Delegate <input type="checkbox"/> Develop <input type="checkbox"/> Direct <input type="checkbox"/> Evaluate <input type="checkbox"/> Hire <input type="checkbox"/> Influence <input type="checkbox"/> Initiate	<input type="checkbox"/> Lead <input type="checkbox"/> Make decisions <input type="checkbox"/> Manage <input type="checkbox"/> Mediate <input type="checkbox"/> Motivate <input type="checkbox"/> Organize <input type="checkbox"/> Plan <input type="checkbox"/> Make Policy <input type="checkbox"/> Solve Problems <input type="checkbox"/> Reconcile <input type="checkbox"/> Recruit <input type="checkbox"/> Schedule <input type="checkbox"/> Sell <input type="checkbox"/> Supervise	<input type="checkbox"/> Account <input type="checkbox"/> Accurate <input type="checkbox"/> Allocate <input type="checkbox"/> Analyze <input type="checkbox"/> Appraise <input type="checkbox"/> Audit <input type="checkbox"/> Bookkeep <input type="checkbox"/> Budget <input type="checkbox"/> Calculate <input type="checkbox"/> Compute <input type="checkbox"/> Keep Records <input type="checkbox"/> Maintain <input type="checkbox"/> Prepare <input type="checkbox"/> Raise Funds	Detail
	<input type="checkbox"/> Speak <input type="checkbox"/> Team Work <input type="checkbox"/> Advise <input type="checkbox"/> Clarify <input type="checkbox"/> Coach <input type="checkbox"/> Coordinate <input type="checkbox"/> Develop <input type="checkbox"/> Encourage <input type="checkbox"/> Explain <input type="checkbox"/> Facilitate <input type="checkbox"/> Inform <input type="checkbox"/> Stimulate			<input type="checkbox"/> Arrange <input type="checkbox"/> Classify <input type="checkbox"/> Collate <input type="checkbox"/> Collect <input type="checkbox"/> Compile <input type="checkbox"/> Copy <input type="checkbox"/> Dispatch <input type="checkbox"/> File <input type="checkbox"/> Follow-through <input type="checkbox"/> Meet deadlines <input type="checkbox"/> Purchase <input type="checkbox"/> Record <input type="checkbox"/> Retrieve	

From the checked skills, write down the top six (06) skills you wish to use in the future;

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

Your Top Rated Skills in Review

Go back to the Self-Management SOFT Skills Checklist and select the skills you feel are most important and list in the box below:

Your Top 5 SOFT Skills
<u>1</u>
<u>2</u>
<u>3</u>
<u>4</u>
<u>5</u>
<u>6</u>

Go back to the HARD Skills Checklist and select the skills you feel are most important and list in the box below (computer skills may be included):

Your Top 5 Job-Related HARD Skills
<u>1</u>
<u>2</u>
<u>3</u>
<u>4</u>
<u>5</u>
<u>6</u>

Select the top 5 job-related skills that you usually put on your resume and list them in the box below (computer skills may be included also):

Your Top 5 Transferable Skills (SOFT or HARD)
<u>1</u>
<u>2</u>
<u>3</u>
<u>4</u>
<u>5</u>
<u>6</u>

Transferability Factor Worksheet

Use the job announcement and/or any information you obtain via networking, news reports, advertisements, etc., to list 10 skills the employer is seeking. Then list your skills that closely match the employers'. Customize your resume and interview answers to these skills.
FYI: You don't have use the exact words of the employers'...and do not copy verbatim!

Your Relevant SOFT skills	Employer's Desired Qualifications
<u>1</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

Your Relevant HARD skills	Employer's Desired Qualifications
<u>1</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

Now, calculate your skills "transferability". This an unscientific tool used to keep you focused on applying for those jobs for which you have a high probability of being interviewed. Add the number of skills you have that closely match the employer's criteria. If you don't have 7 skills out of 10, think hard before applying for the position.