TRANSFERABLE SKILLS

As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are underline transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies to the work environment.

What Skills And Qualities Are Important To Employers?

According to a 2010 survey conducted by the National Association of Colleges and Employers (NACE), the top 10 personal qualities/skills employers seek are transferable skills. Which do you excel in? How have you demonstrated these?

1. **Communication skills (verbal and written)**
2. **Strong work ethic**
3. **Initiative**
4. **Interpersonal skills (relates well to others)**
5. **Problem-solving skills**
6. **Teamwork skills (works well with others)**
7. **Analytical skills**
8. **Flexibility/adaptability**
9. **Computer skills**
10. **Detail Oriented**

Take Stock of Your Transferable Skills

Review the lists in the following 5 categories and underline all the skills you have. Then go back and circle the10 underlined skills you would enjoy using most. Write these top 10 skills in the spaces provided under "Ten Most Preferred Skills" and write a brief example of how you have demonstrated each skill in a job, class, internship, or extracurricular activity. This will help as you consider career options and as you prepare for a job search and interviews.

Human Relations

Attend to the social, physical or mental needs of people

being sensitive
counseling
advocating
coaching
providing care
conveying feelings
empathizing
interpersonal skills
facilitating group process
active listening
motivating

Design & Planning

Imagine the future, develop a process for creating it

anticipating problems
creating images
designing programs
displaying
creating images
brainstorming new ideas
improvising
composing
thinking visually
anticipating consequences of action
conceptualizing

Communication

Exchange, transmission and expression of knowledge and ideas

speaking effectively
writing concisely
listening attentively
expressing ideas
facilitating discussion
providing appropriate feedback
negotiating
perceiving nonverbal messages
persuading
describing feelings
interviewing
editing
summarizing
promoting
working in a team
making presentations
thinking on one's feet
dealing with public

Organization, Management

Direct and guide a group in completing tasks and attaining goals

initiating new ideas
making decisions
leading
solving problems
meeting deadlines
supervising
motivating
coordinating tasks
assuming responsibility
setting priorities
teaching
interpreting policy
mediating
recruiting
resolving conflict
organizing
determining policy
giving directions

Research & Planning

The search for specific knowledge

setting goals
analyzing ideas
analyzing data
defining needs
investigating
reading for information
gathering information
formulating hypotheses
calculating and comparing
developing theory
observing
identifying resources
outlining
creating ideas
identifying resources
critical thinking
predicting and forecasting
solving problems

Ten Most Preferred Skills   **Brief Example**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	