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 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 the 10 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
consulting
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
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1. |  
2. |  
3. |  
4. |  
5. |  
6. |  
7. |  
8. |  
9. |  
10. |  

6/10