Transferable Skills

Transferable skills are the foundation of how you market yourself for opportunities.

Transferable skills provide you the ability to be successful in other pursuits. Our goal is to practice making a meaningful connection from one line of work to another. Applications are less about what experiences you have had and more about the skills you have gained through those experiences and how you will apply them.

Transferable skills can be labeled as "soft" or "hard."
- Soft skills are those that depend on interpersonal interactions like emotional intelligence, such as communication, adaptability, or problem solving.
- Hard skills are technical industry-specific skills such as C++, lab equipment operation, or grant writing.

Transferable Practice:
This worksheet is designed to help or assist you determine the transferable skills you know you have and identify the skills you want to develop.

1) Make a check next to the skills you know you've gained through your past experiences.

2) Then, using the blank space below, make notes about where you acquired those skills. This can be helpful when writing or revising your résumé and cover letters. When you're done, take a look at the boxes the checked. These are the skills you may want to focus on to develop for your future endeavors.
## Critical Thinking
- Identify the primary issues for decision making or solving a problem quickly and accurately
- Define the parameters of a problem
- Find and identify a principle that explains experiences or factual data
- Take premises and reasoning to a logical conclusion
- Adapt concepts and behaviors to changing conventions and norms
- Create innovative solutions to complex problems
- Analyze interrelationships of events and ideas from several perspectives

## Leadership and Administration Skills
- Analyze tasks and set priorities
- Include others who will contribute to the solution of a problem or task
- Identify resources and materials useful in the solution of a problem
- Delegate responsibility for the completion of a task
- Motivate and lead others
- Organize people and tasks to achieve specific goals
- Lead groups of diverse people
- Create environments for fostering growth
- Agile problem solving
- Collaborate teamwork

## Decision-Making and Assessing Value Skills
- Make decisions that will maximize both individual and collective good
- Assess a course of action in terms of long-range effects
- Appreciate the contributions of art, music, literature and science to contemporary society
- Identify one's own values
- Assess one's values in relation to important life decisions
- Recognize when to stop a project due to diminishing return
- Employs systems thinking
- Comfort with ambiguity

## Information Management Skills
- Sort data and objects
- Compile and rank information
- Apply information creatively
- Synthesize facts, concepts and principles
- Understand and use organizing principles
- Evaluate information against appropriate standards

## Research and Investigation Skills
- Identify problems and needs
- Use a variety of sources for information and evaluate validity of sources
- Design an experiment, plan or model to define a problem
- Apply a variety of methods to test validity of data
- Formulate questions relevant for clarification

## Design and Planning
- Assess needs
- Identify alternatives
- Set goals and prioritize
- Follow through
- Predict future patterns
- Accommodate multiple demands for time, energy and resources
<table>
<thead>
<tr>
<th>Interpersonal Skills</th>
<th>Communication Skills</th>
<th>Personal Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep group on track toward a common goal</td>
<td>• Listen with objectivity</td>
<td>• Identify strengths and weaknesses</td>
</tr>
<tr>
<td>• Maintain group cooperation and support</td>
<td>• Paraphrase content</td>
<td>• Analyze and learn from experience</td>
</tr>
<tr>
<td>• Interact effectively with peers, supervisors and supervisee</td>
<td>• Use various forms and styles of written communication</td>
<td>• Transfer skills developed in one environment to others</td>
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<tr>
<td>• Express feelings appropriately</td>
<td>• Speak effectively to individuals and groups</td>
<td>• Match personal characteristics and skills to information about jobs and careers</td>
</tr>
<tr>
<td>• Respect the feelings of others</td>
<td>• Use a variety of media formats to present information</td>
<td>• Develop personal growth goals that motivate action</td>
</tr>
<tr>
<td>• Make a commitment to others and follow through</td>
<td>• Express needs, wants, opinions and preferences without violating the rights of others</td>
<td>• Accept and learn from criticism</td>
</tr>
<tr>
<td>• Take appropriate risks</td>
<td>• Identify and communicate value judgments effectively</td>
<td>• Generate trust and confidence in others</td>
</tr>
<tr>
<td>• Teach a skill, concept or principle to others</td>
<td>• Describe objects or events neutrally and factually</td>
<td>• Take risks</td>
</tr>
<tr>
<td>• Analyze behavior of self and others in group situations</td>
<td>• Convey a positive outlook to others</td>
<td>• Accept the consequences of actions</td>
</tr>
<tr>
<td>• Demonstrate effective behavior in multiple situations</td>
<td>• Communicate a multicultural understanding</td>
<td>• Identify own cultures, beliefs and values</td>
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<tr>
<td>• Display appreciation for diversity</td>
<td></td>
<td>• Self-awareness</td>
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<tr>
<td>• Power awareness</td>
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</table>

Notes on Review of Skills: