

TRANSFERABLE SKILLS CHECKLIST**Key Transferable Skills**

- ☒ Meet deadlines
- ☒ Ability to delegate
- ☒ Ability to plan
- ☒ Results oriented
- ☒ Customer Service oriented
- ☐ Supervise others
- ☐ Increase sales or efficiency
- ☒ Accept responsibility
- ☐ Instruct others
- ☒ Desire to learn & improve
- ☐ Good time management
- ☒ Solve problems
- ☐ Manage money/ budgets
- ☐ Manage people
- ☐ Meet the public
- ☐ Organize people
- ☐ Organize/ manage projects
- ☒ Team player
- ☐ Written communications
- ☒ Work independently
- ☒ Computer Skills

Other Transferable Skills

(Dealing with things)

- ☐ Use my hands
- ☐ Assemble or make things
- ☐ Safety conscious
- ☐ Build, observe, inspect things
- ☐ Construct or repair
- ☐ Off-bearing or feeding machinery
- ☐ Follow instructions
- ☐ Operate tools and machinery
- ☐ Drive or operate vehicles
- ☐ Repair things

- ☒ Classify data
- ☐ Compare, inspect, or record facts
- ☐ Count, observe, compile
- ☒ Research
- ☐ Detail-oriented
- ☐ Take inventory

Working with People

- ☐ Patient
- ☐ Care for
- ☒ Persuasive
- ☒ Confront others
- ☐ Pleasant
- ☒ Counsel people
- ☐ Sensitive
- ☒ Demonstrate something
- ☒ Supportive
- ☒ diplomatic
- ☐ Supervise
- ☐ Speak in public
- ☒ Help others
- ☒ Tactful
- ☒ Insightful
- ☐ Insightful
- ☒ Teach
- ☐ Interview others
- ☐ Anticipate needs
- ☐ High energy
- ☒ Open minded
- ☒ Kind
- ☒ Take orders
- ☒ Listen
- ☐ Serving
- ☒ Trust

- ☐ Research
- ☒ Create new ideas
- ☒ Design
- ☐ Speak in public
- ☐ Edit
- ☒ Write clearly
- ☒ Prefer details
- ☐ Understand the big picture

Leadership

- ☐ Arrange social functions
- ☒ Motivate people
- ☐ Negotiate agreements
- ☒ Decisive
- ☒ Plan
- ☐ Delegate
- ☐ Run meetings
- ☐ Direct others
- ☒ Explain things to others
- ☒ Self-motivated
- ☒ Get results
- ☒ Share leadership
- ☒ Think of others
- ☐ Direct projects
- ☐ Team builder
- ☒ Solve problems
- ☐ Mediate problems
- ☒ Take risks
- ☒ Empowering others

Creative, Artistic

- ☐ Artistic
- ☐ Music appreciation
- ☐ Dance, body movement
- ☐ Perform, act

- ☐ Good with my hands
- ☒ Use complex equipment
- ☐ Use equipment

Dealing with Data

- ☒ Analyze data or facts
- ☒ Investigate
- ☐ Audit records
- ☐ Keep financial records
- ☒ Locate answers or information
- ☐ Balance Money
- ☒ Calculate, compute
- ☐ Manage money

- ☒ Working with others
- ☐ Negotiate
- ☐ Understand
- ☒ Adaptable
- ☐ Outgoing

Using Words, Ideas

- ☐ Articulate
- ☐ Innovative
- ☒ Communicate verbally
- ☒ Logical
- ☒ Remember information
- ☐ Accurate

- ☐ Draw, sketch, render
- ☐ Present artistic ideas
- ☐ Play instruments
- ☐ Expressive

Add any other Transferable Skills that you think are important

- ☒ Problem Solver
- ☒ Rational Thinker
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

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