

## Career Services | Transferable Skills List

Below is a list of eight broad skill areas which are divided into specific skill sets. Use a checkmark to indicate which skills you've developed. Write down examples of when you used your strongest skills and describe what the end result was.

### General Skills

- Written communication
- Basic math skills
- Public speaking
- Punctuality
- Cooperating
- Interviewing job candidates
- Enforcing policies or rules
- Managing time wisely
- Attention to detail
- Meeting short/ long term goals
- Enlisting others when needed
- Accepting responsibility
- Setting and meeting deadlines
- Making & implementing decisions
- Understanding written instructions

### Interpersonal & Communication Skills

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Working on a team
- Providing feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading others
- Reporting information
- Interviewing
- Editing
- Providing & accepting criticism
- Motivating others
- Handling customer complaints
- Building customer relationships

- Collaborating with others
- Mentoring colleagues
- Resolving conflicts
- Developing positive relationships
- Conveying feelings appropriately
- Sharing credit with colleagues
- Delegating with respect
- Representing others
- Accurately perceive situations
- Asserting/assertiveness

### Leadership & Management Skills

- Developing and overseeing budget
- Recruiting personnel
- Reviewing resumes
- Leading productive meetings
- Negotiating contracts
- Evaluating employees
- Identifying and presenting problems
- Initiating new ideas
- Coordinating and planning tasks
- Managing group or projects
- Selecting new hires
- Training new employees
- Supervising employees
- Scheduling personnel

### Organizational Skills

- Multitasking
- Following through on tasks
- Demonstrating time management
- Attention to detail
- Calendaring
- Managing schedules and timelines
- Filing systems

**Clerical Skills**

- Designing & maintaining reports
- Managing records
- Familiarity with Microsoft Office
- Performing data entry
- Keeping track of accounts
- Screening and transferring calls
- Greeting visitors
- Using office equipment such as printers, copiers, and fax machines

**Research and Planning Skills**

- Anticipating and preventing problems
- Using critical thinking skills
- Identifying and solving problems
- Defining needs and requirements
- Setting goals
- Prioritizing tasks
- Analyzing information
- Forecast results
- Delegating responsibility to others
- Teaching
- Managing time & meeting deadlines
- Planning and implementing events
- Coordinating & developing programs
- Documenting procedures and results
- Conducting research

- Imagining alternatives
- Identifying appropriate resources
- Gathering information
- Extracting important information
- Developing evaluation strategies
- Creating and implementing new policies and procedures

**Creative Thinking Skills**

- Thinking outside the box
- Conceptualizing situations
- Showing curiosity
- Being imaginative
- Showing foresight
- Making abstract connections
- Making inferences
- Synthesizing ideas

**General Computer & Technical Skills**

- Using job-related software
- Using job-related equipment
- Installing software on computers
- Troubleshooting technical problem
- Installing equipment
- Maintaining equipment
- Inspecting equipment & identify issues
- Designing and maintaining websites