

Ms. Samara Reynolds, from the Duke Career Services Center, prepared and presented this document as part of the 2011 Summer Workshop. Our goal was to increase scholars' awareness of how to describe their complex, unusual summer experiences using familiar terminology that others would understand. The presentation helped scholars see the connections between their summer opportunities and the development and articulation of specific known skills.

Transferable Skills Checklist

Over the years, you have developed many skills from coursework, co-curricular activities, and your total life experiences. If you have researched topics and written reports or edited and presented papers for classes, you have used skills that are not limited to just one discipline but are transferable to many different occupations or disciplines. A prospective employer expects you to be able to apply the skills you have learned in college to the work environment. Use the following checklist to pinpoint some of *your* transferable skills.

Communication Skills

- | | |
|---|--|
| <input type="checkbox"/> Speaking effectively | <input type="checkbox"/> Providing appropriate feedback |
| <input type="checkbox"/> Writing clearly and concisely | <input type="checkbox"/> Negotiating |
| <input type="checkbox"/> Listening attentively and objectively | <input type="checkbox"/> Perceiving nonverbal messages |
| <input type="checkbox"/> Expressing ideas | <input type="checkbox"/> Persuading |
| <input type="checkbox"/> Facilitating group discussion | <input type="checkbox"/> Reporting information |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Describing feelings |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Responding appropriately to +/- feedback | <input type="checkbox"/> Using various styles of written communication |
| <input type="checkbox"/> Using various media to present ideas imaginatively | <input type="checkbox"/> Conveying a positive self-image to others |

Research/Planning/investigation

- | | |
|---|---|
| <input type="checkbox"/> Forecasting/predicting | <input type="checkbox"/> Analyzing |
| <input type="checkbox"/> Creating ideas | <input type="checkbox"/> Developing evaluation strategies |
| <input type="checkbox"/> Identifying problems | <input type="checkbox"/> Testing validity of data |
| <input type="checkbox"/> Imagining alternatives | <input type="checkbox"/> Designing an experiment or model |
| <input type="checkbox"/> Identifying resources | <input type="checkbox"/> Formulating questions |
| <input type="checkbox"/> Gathering information | <input type="checkbox"/> Making conclusions |
| <input type="checkbox"/> Solving problems | <input type="checkbox"/> Conceptualizing |
| <input type="checkbox"/> Setting goals | <input type="checkbox"/> Observing and discovering |
| <input type="checkbox"/> Extracting important information | <input type="checkbox"/> Defining needs |

Human Relations/Interpersonal

- | | |
|---|--|
| <input type="checkbox"/> Developing rapport | <input type="checkbox"/> Being patient |
| <input type="checkbox"/> Being sensitive | <input type="checkbox"/> Interacting effectively with peers, superiors, and subordinates |
| <input type="checkbox"/> Listening | <input type="checkbox"/> Persuading others |
| <input type="checkbox"/> Conveying feelings | <input type="checkbox"/> Being willing to take risks |
| <input type="checkbox"/> Providing support for others | <input type="checkbox"/> Teaching/instructing others |
| <input type="checkbox"/> Motivating | <input type="checkbox"/> Demonstrating effective social behavior |
| <input type="checkbox"/> Sharing credit | <input type="checkbox"/> Perceiving feelings and situations |
| <input type="checkbox"/> Helping others | <input type="checkbox"/> Delegating with respect |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Working with diversity or multi-cultural issues |
| <input type="checkbox"/> Cooperating | |
| <input type="checkbox"/> Keeping a group "on track" | |

Work Survival

- | | |
|---|--|
| <input type="checkbox"/> Implementing decisions | <input type="checkbox"/> Meeting goals |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Enlisting help |
| <input type="checkbox"/> Enforcing policies | <input type="checkbox"/> Accepting responsibility |
| <input type="checkbox"/> Being punctual | <input type="checkbox"/> Setting and meeting deadlines |
| <input type="checkbox"/> Managing time and stress | <input type="checkbox"/> Organizing |

- Attending to detail
- Working effectively under pressure
- Taking initiative in job-related duties
- Evaluating personal and professional strengths and weaknesses

- Making decisions
- Seeking opportunities for professional development
- Discerning appropriate behaviors for the workplace

Organization/Management/Leadership/Decision Making

- Initiating new ideas and tasks
- Handling details
- Coordinating tasks
- Coaching/mentoring
- Counseling
- Managing conflict
- Motivating and leading people
- Organizing people/tasks to achieve a specific goal
- Following up with others to evaluate progress
- Conducting meetings
- Giving praise & credit to others for a job well done
- Solving problems/mediating
- Taking risks
- Implementing sound decisions
- Taking responsibility for decisions

- Managing groups
- Delegating responsibility
- Teaching/instructing
- Promoting change
- Selling ideas or products
- Making decisions with others
- Analyzing tasks
- Identifying people who can contribute to solutions of problems or tasks
- Facilitating brainstorming activities
- Developing goals for an organization
- Prioritizing tasks
- Encouraging and inspiring
- Negotiating agreements

Financial Management

- Developing a budget accurately estimating expenses and income
- Keeping accurate and complete financial records
- Accounting
- Assessing

- Ensuring timeliness of payments
- Fundraising
- Calculating
- Projecting/forecasting
- Investing

Critical Thinking/Problem Solving

- Anticipating problems before they occur
- Defining problems and identifying possible causes
- Identifying possible solutions and selecting the most appropriate ones
- Creating innovative solutions to complex problems

- Involving group members to evaluate solutions
- Developing plans to implement solutions
- Identifying a general principle that explains interrelated experience
- Multi-tasking

Putting your transferable skills to work

List five skills that you consider your best transferable skills. Write an example of where or how you used each skill.

- 1.
- 2.
- 3.
- 4.
- 5.