Self-Assessment: Transferable Skills

It is important to consider the skills you have now and how they relate to the skills of a desired position.

To clarify which skills you currently possess use the following letters (I, H or D):

I - Irrelevant to you as a skill
H - Currently have/had as a skill
D - Would like to develop as a skill

_____ Research information

_____ Synthesize and evaluate data

_____ Supervising

_____ Present information persuasively

_____ Write papers, proposals or grants

_____ Coordinate a program

_____ Take risks

_____ Teach others conceptualizing and explaining

_____ Edit and proofread text

_____ Lead a team or group of people

_____ Counsel people

_____ Design a research experiment

_____ Budget an activity

_____ Organize a protest

_____ Listen to others attentively

_____ Decide quickly and efficiently

_____ Analyze situations

_____ Speak/write/read other languages

_____ Create art/music/literature

_____ Manage multiple tasks

_____ Computer skills (e.g., WORD, EXCEL, PowerPoint, Databases, Stats, Program Code)

_____ Organize complex data

_____ Working independently

_____ Setting goals

_____ Flexibility/Adaptability

_____ Time management

_____ Managing conflict

_____ Setting and meeting deadlines

_____ Selling ideas or a product

_____ Create innovative solutions

_____ Delegating responsibility

_____ Resourceful

_____ Negotiating

_____ Facilitating group discussion

_____ Enlisting help

_____ Juggle multiple demands

_____ Leadership

_____ Detail-oriented

_____ Interpersonal skills (relates well to others)

_____ Communication skills (written, verbal and presentation)

_____ Collaborating with a team

_____ Identify important questions

_____ Public speaking

_____ Preparing a course syllabus

_____ Developing content for a course