

Transferable skills

Career Tests and Self Assessments

<http://www.careeronestop.org/ExploreCareers/SelfAssessments/FindAssessments.aspx>

Skills Profiler

<https://www.cacareerzone.org/assessments>

Quick Assessment

Interest Profiler

Skills Profiler

Work Importance Profiler

Self Assessment

http://careerplanning.about.com/od/selfassessment/a/self_assessment.htm

Values – Intrinsic and extrinsic

Interests - realistic, investigative, artistic, social, enterprising and conventional

Personality

Aptitudes

Bringing your skills to a career

<http://careerplanning.about.com/od/careerchoicechan/a/transferable.htm>

Skills you've gathered through various jobs, volunteer work, hobbies, sports, or other life experiences.

Transferable Skills Worksheet

<http://careerplanning.about.com/od/careerchoicechan/a/transskillwksht.htm>

1. In the Tasks column list each function of your job or activity.
2. Then in the Skills column list the skill you use or used to complete the corresponding task. Here are some examples of transferable skills. Do not limit yourself to the ones listed.
 - Plan and arrange events and activities
 - Delegate responsibility
 - Motivate others
 - Attend to visual detail
 - Assess and evaluate my own work
 - Assess and evaluate others' work
 - Deal with obstacles and crises
 - Multi-task
 - Present written material
 - Present material orally
 - Manage time
 - Repair equipment or machinery
 - Keep records
 - Handle complaints
 - Coordinate fundraising activities
 - Coach
 - Research
 - Build or construct
 - Design buildings, furniture, etc.
 - Manage finances
 - Speak a foreign language (specify language)
 - Use sign language
 - Utilize computer software (specify programs)
 - Train or teach others
 - Identify and manage ethical issues
3. In the Skill Level column rate yourself according to your level of competency

1=highly skilled

2=moderately skilled

3=needs improvement

4. Place a check next to those skills which you enjoy using.
5. After you have completed all worksheets, write a list of those skills which you both enjoy using and in which you are highly skilled [1].
6. Then list those skills you both enjoy using and in which you are moderately skilled [2].

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