Transferable skills   Sam Cronin 10-13-14

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

My skills		
Job title: Summer Intern at Jack Kingston for US Senate (last summer)		
Task	Skill	Skill Level
Assign tasks to other interns	✓ Delegate responsibility	1
No professional experience	Motivate others	2
Manage phone number database	✓ Attend to visual detail	2
Manage hours worked spreadsheet for my own (and other's) hours worked	Assess and evaluate my work	1
"	Assess and evaluate other's work	1
Work on simultaneous projects	✓ Multi-task	1
Convince people to vote for a candidate	✓ Present written and oral material	2
Microsoft Skills Certification in all three	Utilize computer software (word, excel, PowerPoint)	1
School (and extracurricular) lectures	Giving attention to speakers	2
School projects and background research for candidate I was supporting	✓ Research	1
Handle phone calls to senate campaign office	✓ Manage complaints	2

4.

    1=highly skilled
    2=moderately skilled
    3=needs improvement

5. Place a check next to those skills which you enjoy using.
6. 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].
    a. Delegate responsibility
    b. Multi-task
    c. Research
7. Then list those skills you both enjoy using and in which you are moderately skilled [2].
    a. Present written and oral material
    b. Attend to visual detail
    c. Manage complaints

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