

Name:

## Transferable Skills Worksheet

**Transferable Skills are developed in and out of the classroom and are valued in all occupations.**

### ***Part 1 Assess Your Transferable Skills and Strengths***

***Directions:***

***A. On a scale of 1-10 (with 10 being the highest), how would you rate your skills in the five transferable skill categories below? Put that number on the line next to each group of skills.***

***B. Circle your best sub-skills under each category.***

\_\_\_\_\_ **Communication Skills**

Reading - Writing - Listening - Speaking - Presentation

\_\_\_\_\_ **Information Management**

Quantitative Reasoning - Analysis/Synthesis - Research - Technology - Critical Thinking

\_\_\_\_\_ **Human Relations**

Teamwork with Diverse Groups - Interpersonal Skills - Leadership -  
Cultural Awareness/ Global Knowledge - Respect and Tolerance

\_\_\_\_\_ **Self-Management**

Work Ethic & Habits - Dependability - Enthusiasm & Positive Attitude - Self-Motivation -  
Adaptability & Flexibility

\_\_\_\_\_ **Project Management & Organization**

Decision-making - Creativity - Problem Solving - Planning

\_\_\_\_\_ **Any Others You Want to Mention??**

***DID YOU KNOW?? These are Strengths and Skills you can talk about with a variety of potential employers! In the next two parts you can document in more detail HOW and WHERE you developed these skills, both inside and outside the classroom.***

**Part 2 Which Classes Helped You Develop Transferable Skills?** *Directions: A. Below is a list of many classroom activities/skills you may have engaged in. In the first column, check the activities you think you gained particular strength/skill in. B. Then in the last column, list the classes you took that really helped you gain those skills listed under Classroom Activities.*

	<b>Classroom Activities related to Transferable Skills</b>	<b>List classes you took that directly relate to these skills</b>
	Writing: essays, lab reports, technical writing, research papers, journaling; grammar	
	Speaking: speeches, debate, discussions, oral exams, group work, interpersonal communication, small group communication	
	Foreign language skills	
	Reading: processing, interpreting, analyzing, and synthesizing what you read	
	Listening to others; Working toward a common decision or goal	
	Organizing an activity	
	Managing, Teaching, Mentoring, Tutoring	
	Learning about/experiencing organizational behavior	
	Gathering, organizing, and drawing conclusions from data or other types of information from a variety of sources	
	Considering diverse perspectives, then developing creative solutions	
	Lab courses/techniques: accuracy, technical skills, measurements/tracking; use of specialized equipment & technical training	
	Field experiences and documentation techniques	
	Literature reviews	
	Research papers and projects	
	Word processing, internet, presentation and other software	
	Data organization, data bases or programming	
	Math Skills & Statistical analysis	

Other??

***DID YOU KNOW?? You can look at the skill/activity areas you haven't yet developed to get some ideas of the kinds of courses or activities you want to involve yourself in before you graduate.***

**Part 3 What Other Curricular or Co-curricular Activities Helped You Develop Transferable Skills?** *Directions: A. Below is a list of many other activities/skills you may have engaged in during your college career. Check the activities you have participated in and that you have gained particular strength/skill in. B. Then list in the last column what (and when) you participated in that really helped you gain those skills.*

	<b>Other Curricular or Extra-Curricular Activities You've Accomplished</b>	<b>What else have you done to build more skills? List details here.</b>
	Independent or Directed Study Courses	
	Part-time jobs	
	Student Government	
	Political activism	
	Internships	
	Student newspaper & other publications	
	National Student Exchange or Study Abroad or Travel	
	Honor Societies	
	Student organization involvement	
	Technology workshops	
	Plan a program, project, or event	
	Research experiences	
	Budgeting experiences	
	Residence Hall involvement	
	Community Service	
	Athletics or intramurals	
	Tutoring or mentoring others	
	Teaching / apprenticeships	
	Licenses/Credentials earned or Awards received	
	Religious involvement	
	Outdoor recreation	
	Trip leader	
	Campus Ambassador	
	Orientation Assistant	
	Forum/Arts/Entertainment	
	Committees	
	Hobbies/Pastimes	
	Other??	

**REMEMBER: Everything you have participated in—inside and outside the classroom--during college has contributed to your KNOWLEDGE, SKILLS and VALUES. Visit Career Services for help in how to document, package, and 'sell' who you are to a variety of potential employers!**