

# TRANSFERABLE SKILLS

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As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work, and life experiences to the work environment.

## What Skills and Qualities are Important to Employers?

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According to the 2012 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

1. Ability to **work in a team** structure
2. Ability to **verbally communicate** with persons inside and outside the organization
3. Ability to **make decisions and solve problems**
4. Ability to **obtain and process information**
5. Ability to **plan, organize and prioritize** work
6. Ability to **analyze quantitative data**
7. **Technical knowledge** related to the job
8. Proficiency with **computer software programs**
9. Ability to **create and/or edit written reports**
10. Ability to **sell or influence** others

It is interesting to note that, without fail, **communication skills and team** work rank high on the list of skills employers want year after year. Which of the top ten skills do you excel in? How have you demonstrated these? How can you develop them further?

## Take Stock of Your Transferable Skills

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Review the lists in the following 5 categories and underline all the skills you have. Then go back and circle the 10 underlined skills you would enjoy using most. Write these top 10 skills in the spaces provided under "Ten Most Preferred Skills" and write a brief example of how you have demonstrated each skill in a job, class, internship, or extracurricular activity. This will help as you consider career options and as you prepare for your job or internship search and interviews.

### Human Relations

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*Attend to the social, physical or mental needs of people*

being sensitive  
counseling  
advocating  
coaching  
providing care  
conveying feelings  
empathizing  
interpersonal skills  
facilitating group process  
active listening  
motivating

### Design & Planning

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*Imagine the future, develop a process for creating it*

anticipating problems  
creating images  
designing programs  
displaying  
creating images  
brainstorming new ideas  
improvising  
composing  
thinking visually  
anticipating consequences of action  
conceptualizing

## **Communication**

*Exchange, transmission and expression of knowledge and ideas*

speaking effectively  
writing concisely  
listening attentively  
expressing ideas  
facilitating discussion  
providing appropriate feedback  
negotiating  
perceiving nonverbal messages  
persuading  
describing feelings  
interviewing  
editing  
summarizing  
promoting  
working in a team  
making presentations  
thinking on one's feet  
dealing with public

## **Organization, Management**

*Direct and guide a group in completing tasks and attaining goals*

initiating new ideas  
making decisions  
leading  
solving problems  
meeting deadlines  
supervising  
motivating  
coordinating tasks  
assuming responsibility  
setting priorities  
teaching  
interpreting policy  
mediating  
recruiting  
resolving conflict  
organizing  
determining policy  
giving directions

## **Research & Planning**

*The search for specific knowledge*

setting goals  
analyzing ideas  
analyzing data  
defining needs  
investigating  
reading for information  
gathering information  
formulating hypotheses  
calculating and comparing  
developing theory  
observing  
identifying resources  
outlining  
creating ideas  
identifying resources  
critical thinking  
predicting and forecasting  
solving problems

### **Your Ten Most Preferred Skills**

### **Brief Example of How You've Used Each Skill**

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		