Checklist of Transferable Skills

Transferable skills are skills that you can take with you from one situation to another, from one job to another. The skills below are important to employers. Which ones do you have?

* **Adapt to Situations:** Learn a new task and/or work in a different area with different co- workers.
* **Analyze:** Break a problem down to see what is really going on.
* **Assemble Products:** Put things together with your hands.
* **Calculate Numbers:** Use a calculator, cash register or computer to answer numerical questions.
* **Communicate:** Speak and/or write well and get your ideas across to other easily.
* **Computer Skills:** keyboarding, word-processing and using database programs.
* **Confident:** Believe in and feel good about yourself.
* **Considerate:** Always think about how others may feel about things, especially before you say or do things that my affect them.
* **Creativity:** Use your imagination to come up with new ideas or to solve problems.
* **Decision Making:** Make good judgements about what to do in a difficult situation, even when the supervisor is not present.
* **Delegate:** Assign tasks to others to complete.
* **Dependable:** Can be counted on to do what you said you would do (i.e. show up for work on time, do your job duties well, etc).
* **Efficient:** Perform tasks in the fastest and simplest ways that they can be done.
* **Energetic:** Lots of energy to use at work and at play.
* **Explain:** Tell others why you do certain things the way you do or why you think the way you do.
* **Flexible:** Can carry out many different responsibilities, sometimes with very little advanced notice.
* **Good Attitude:** Confidence, self-esteem, willing to learn and persistence to complete a task.
* **Handle Complaints:** Deal effectively with complaints made by customers or constructive criticism from your employer.
* **Helpful:** Enjoy helping people solve their problems.
* **Interpret:** Look at things and make sense of them, figure out what makes things work, why there is a problem, etc.
* **Leadership Skills:** Leading projects, being on sports teams and volunteering as a peer helper.
* **Learn Quickly:** Do new things and carry out new responsibilities easily by watching other or by following instructions.
* **Learning Skills:** Ask questions, read and research information, be willing to update skills and education.
* **Listen:** Listen/pay attention to what others are saying, without daydreaming or forming judgement about them.
* **Loyal:** Committed and devoted to things/people that mean a lot to you (i.e. your best friend, your job/supervisor).
* **Motivate Others:** Help keep others' spirits up and encourage them to do their best.
* **Operate Equipment:** Turn equipment on and off as well as how to use it safely and wisely. (If you don't know how to operate certain things, you always ask for help.)
* **Order Goods/Supplies:** Keep track of items and how to order them.
* **Organize:** Arrange people/plan events/put things in order so that they run smoothly.
* **Pleasant:** Nice person for others to talk to and be with.
* **Precise:** Make sure that things are done accurately, correctly and exactly.
* **Problem-solving skills:** analyzing, understanding and solving problems.
* **Punctual:** Always on time for things.
* **Record Data:** Write thorough and accurate notes/numbers.
* **Resourceful:** Thing of new, creative and different ways to do things when there are no obvious solutions available.
* **Responsible:** Set goals and priorities in work and personal life, take responsibility for your actions.
* **Self-assured:** Feel very confident and positive about yourself and your abilities.
* **Service Customers:** Be friendly, patient and polite with customers and try your best to service their needs/wants.
* **Set Goals:** Set goals for yourself to achieve and plan ways to achieve them.
* **Supervise:** Watch others to make sure that everything is ok and/or that they are doing their jobs well.
* **Take Instructions:** Follow instructions well, ask questions when you do not fully understand instructions.
* **Team work:** Participating in extra-curricular activities.
* **Think:** Think critically and act logically to evaluate situations.
* **Think Ahead:** Plan your day and keep problems/accidents from happening.
* **Time Management:** Plan your time so that you don't forget to do things, you're almost always/always on time, and you know how to prioritize and give yourself enough time to do the things that you need to do.
* **Trouble-shoot:** Figure out what the problem is, why there is a problem, or prevent a problem before it happens.
* **Trustworthy:** Can be trusted to get the job done, to look after things or keep secrets that are very important to other people.