



Transferable Skills Checklist

Office of Career Development - IU School of Liberal Arts at IUPUI

Throughout the years you have developed many skills from coursework and co-curricular activities, as well as work and life experiences. These skills can be transferred to many different occupations. By identifying these skillsets and including them in your resume, you show a prospective employer the clear benefits you can bring to their organization.

Use the following checklist to help identify some of your transferable skills.

Communication Skills

- speaking effectively
- writing clearly and concisely
- listening attentively and objectively
- expressing ideas
- facilitating group discussion
- interviewing
- editing
- responding appropriately to +/- feedback
- using various media to present ideas imaginatively
- providing appropriate feedback
- negotiating
- perceiving nonverbal messages
- persuading
- reporting information
- describing feelings
- public speaking
- using various styles of written communication
- conveying a positive self image to others

Critical Thinking

- forecasting/predicting
- creating ideas
- identifying problems
- imagining alternatives
- identifying resources
- gathering information
- solving problems
- setting goals
- extracting important information
- analyzing
- developing evaluation strategies
- testing validity of data
- designing an experiment or model
- formulating questions
- making conclusions
- conceptualizing
- observing and discovering
- defining needs

Problem Solving

- anticipating problems before they occur
- defining problems and identifying possible causes
- identifying and assessing possible solutions
- creating innovative solutions to complex problems
- involving group members to evaluate solutions
- developing plans to implement solutions
- explaining related experiences by identifying underlying principles

Human Relations/Interpersonal

- developing rapport
- being sensitive
- listening
- conveying feelings
- providing support for others
- motivating
- sharing credit
- helping others
- counseling
- cooperating
- keeping a group "on track"
- being patient
- interacting effectively with peers, supervisors, and people you supervise
- persuading others
- being willing to take risks
- teaching/instructing others
- demonstrating effective social behavior
- perceiving feelings and situations
- delegating with respect
- working with diversity or multi-cultural issues

Financial Management

- developing a budget accurately estimating expenses and income
- keeping accurate and complete financial records
- accounting
- assessing
- ensuring timeliness of payments
- fundraising
- calculating
- projecting/forecasting
- investing

Organization/Management/Leadership/Decision Making

- initiating new ideas and tasks
- handling details
- coordinating tasks
- coaching/mentoring
- counseling
- managing conflict
- motivating and leading people
- organizing people/tasks to achieve a specific goal
- following up with others to evaluate progress
- conducting meetings
- giving praise and credit to others for a job well done
- solving problems/mediating
- taking risks
- implementing sound decisions
- managing groups

- delegating responsibility
- teaching/instructing
- promoting change
- selling ideas or products
- making decisions with others
- analyzing tasks
- identifying people who can contribute to solutions for problems or tasks
- facilitating brainstorming activities
- developing goals for an organization
- prioritizing tasks
- encouraging and inspiring
- negotiating agreements
- taking responsibility for decision

Work Survival

- implementing decisions
- cooperation
- enforcing policies
- being punctual
- managing time and stress
- attending to detail
- working effectively under pressure
- taking initiative in job-related duties
- discerning appropriate behaviors for the workplace

- meeting goals
- enlisting help
- accepting responsibility
- setting and meeting deadlines
- organizing
- making decisions
- seeking opportunities for professional development
- evaluating personal and professional strengths and weaknesses

PUTTING YOUR TRANSFERABLE SKILLS TO WORK

List five skills that you consider your best transferable skills. Write an example of where or how you used each skill and rank the skills with number 1 being the most important.

Skill	Example	Ranking