

## TRANSFERABLE SKILLS CHECKLIST

The following list contains transferrable skills (skills that can be transferred from one occupation to another) and adaptive skills (traits/characteristics).

**Place** an “X” in the boxes next to the skill according to the following:

- a. Place an X in the “Do Well” column for skills that you “Do Well”, whether you like to do them or not.
- b. Place an X in the “Enjoy” column for skills you like doing, even if you feel you do not do them well.
- c. A skill may have one, two or no “X”s in the boxes

<b>TRANSFERABLE SKILLS</b>	<b>Do Well</b>	<b>Enjoy</b>
<b>Working with Things</b>		
<b>Using my hands</b>		
• Assembling parts or pieces		
• Constructing or building		
• Operating tools, machinery, or equipment		
• Showing manual or finger dexterity		
• Handling things with precision and/or speed		
• Fixing or repairing		
• Muscular coordination or athletic ability		
• Physical stamina		
<b>Using my senses</b>		
• Observing or surveying		
• Examining or inspecting		
• Diagnosing or determining		
• Paying attention to detail		
<b>Working with Data</b>		
<b>Using numbers</b>		
• Taking inventory		
• Counting or tracking things		
• Calculating or manipulating numbers		
• Processing data in a computer		
• Keeping financial records or bookkeeping		
• Managing money		
• Developing a budget		
• Memorizing numbers		
• Attending to details		
• Classifying, recording, storing, or retrieving information		

<b>Using Follow-Through</b>	<b>Do Well</b>	<b>Enjoy</b>
• Utilizing what others have developed		
• Implementing processes or programs		
• Following through on plans or instructions		
<b>Working with Ideas</b>		
<b>Using words</b>		
• Reading with comprehension		
• Writing letters, reports, or other documentation		
• Editing or revising		
• Memorizing names or other information		
• Speaking to capture attention		
• Teaching or training		
• Translating or interpreting		
<b>Using Intuition</b>		
• Showing foresight, planning ahead, predicting consequences		
• Quickly sizing up a person or situation accurately		
• Having insight		
• Acting on gut reactions		
• Ability to visualize third-dimension		
<b>Using Analytical Thinking or Logic</b>		
• Researching and gathering information		
• Analyzing components or pieces		
• Organizing or classifying		
• Problem-solving		
• Separating important from unimportant		
• Diagnosing or trouble shooting		
• Systematizing, putting things in order		
• Comparing or perceiving similarities/differences		
• Testing or screening		
• Reviewing, evaluating, improving		
<b>Using Originality or Creativity</b>		
• Imagining or figuring out new ways to do things		
• Inventing, designing, or creating new processes/products		
• Developing new concepts		
• Improvising or trying new things		
• Adapting and improving		

<b>Using Artistic Abilities</b>	<b>Do Well</b>	<b>Enjoy</b>
• Shaping things or materials		
• Creatively using symbols or images		
• Creatively using spaces, shapes, or faces		
• Creatively using colors		
• Conveying feelings/thoughts through body, face, or voice		

<b>Working with People</b>	<b>Do Well</b>	<b>Enjoy</b>
<b>Using Helpfulness</b>		
• Helping someone in need		
• Showing sensitivity to others' feelings		
• Listening with empathy		
• Developing rapport		
• Conveying warmth, caring, or understanding		
• Motivating, encouraging, or supporting		
• Advocating or representing others' wishes accurately		
• Raising others' self-esteem		
• Healing or curing		
• Counseling		
• Guiding, advising, or mentoring		
<b>Using Leadership</b>		
• Beginning new tasks, ideas, or projects		
• Initiating contact with new relationships		
• Leading or directing others		
• Initiating change		
• Making decisions		
• Taking risks		
• Speaking or presenting in front of a group		
• Selling or promoting		
• Persuading or negotiating		
<b>Other Transferable Skills you do well or enjoy:</b>		
1.		
2.		
3.		
4.		
5.		

## Using Your Results

1. Note the pattern of your transferable skills (i.e., do they concentrate primarily in working with data, ideas, things or people or a combination?)
2. List the transferable skills that you checked as **both** “Do Well” and “Enjoy.”
3. List the transferable skills that you only checked as “Enjoy” but not “Do Well.” What work crews, community engagement and other applied learning opportunities could you do to improve these skills so that you could add them to your “Do Well” list?
4. List the transferable skills that you checked as only “Do Well” but did not check as “Enjoy.” As you review major and/or job options, think about whether they require skills that you do not enjoy, even if you can do them well.
5. As you think about choosing a major or career options, are your transferable skills going to be used?