TRANSFERABLE SKILLS

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?

According to the *2016 National Association of Colleges and Employers (NACE) Job Outlook Survey*, the top 10 qualities/skills employers seek are transferable skills:

1. Leadership
2. Ability to work in a team
3. Written communication skills
4. Problem-solving skills
5. Verbal communication skills
6. Strong work ethic
7. Initiative
8. Analytical/quantitative skills
9. Flexibility/adaptability
10. Technical skills

Which of the top ten skills do you excel in? Where have you developed these skills? How might you articulate these skills to employers? How can you develop them further?

Take Stock of Your Transferable Skills

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

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

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	**Organization, Management**	**Research & Planning**
Exchange, transmission and expression of knowledge and ideas	*Direct and guide a group in completing tasks and attaining goals*	*The search for specific knowledge*
speaking effectively	initiating new ideas	setting goals
writing concisely	making decisions	analyzing ideas
listening attentively	leading	analyzing data
expressing ideas	solving problems	defining needs
facilitating discussion	meeting deadlines	investigating
providing appropriate feedback	supervising	reading for information
negotiating	motivating	gathering information
perceiving nonverbal messages	coordinating tasks	formulating hypotheses
persuading	assuming responsibility	calculating and comparing
describing feelings	setting priorities	developing theory
interviewing	teaching	observing
editing	interpreting policy	identifying resources
summarizing	mediating	outlining
promoting	recruiting	creating ideas
working in a team	resolving conflict	identifying resources
making presentations	organizing	critical thinking
thinking on one's feet	determining policy	predicting and forecasting
dealing with public	giving directions	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.	