Self-Assessment: Transferable Skills

It is important to consider the skills you have now and how they relate to the skills of a desired position.

To clarify which skills you currently possess use the following letters (I, H or D):

I - Irrelevant to you as a skill
H - Currently have/had as a skill
D - Would like to develop as a skill

_____ Research information
_____ Synthesize and evaluate data
_____ Supervising
_____ Present information persuasively
_____ Write papers, proposals or grants
_____ Coordinate a program
_____ Take risks
_____ Teach others conceptualizing and explaining
_____ Edit and proofread text
_____ Lead a team or group of people
_____ Counsel people
_____ Design a research experiment
_____ Budget an activity
_____ Organize a protest
_____ Listen to others attentively
_____ Decide quickly and efficiently
_____ Analyze situations
_____ Speak/write/read other languages
_____ Create art/music/literature

_____ Setting goals
_____ Flexibility/Adaptability
_____ Time management
_____ Managing conflict
_____ Setting and meeting deadlines
_____ Selling ideas or a product
_____ Create innovative solutions
_____ Delegating responsibility
_____ Resourceful
_____ Negotiating
_____ Facilitating group discussion
_____ Enlisting help
_____ Juggle multiple demands
_____ Leadership
_____ Detail-oriented
_____ Interpersonal skills (relates well to others)
_____ Communication skills (written, verbal and presentation)
_____ Collaborating with a team
- Manage multiple tasks
- Computer skills (i.e. WORD, EXCEL, PowerPoint)
- Organize complex data
- Working independently
- Identify important questions
- Public speaking
- Preparing a course syllabus
- Developing content for a course