Transferable Skills

**Helpful Hints**

The following is an inventory of skills that are transferable from one job to another. Think about your past experiences – which of these skills have you used? Check off the listed skills that you believe you have acquired or are competent in doing. Then list other transferable skills that you believe you possess, which are not listed. This may help you to identify your top 5 skills – what you excel in and what you may enjoy doing on the job.

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| * Analyzing situations or data * Assembling equipment or information * Calculating mathematical computation or risk assessment * Coaching, guiding or tutoring * Compiling data or facts * Constructing objects or building * Co-ordinating activities or events * Corresponding, answering or initiating * Coaching * Counseling * Creating, artistic creations, new ideas or inventions * Deciding alternative, resources, or materials * Delegating tasks or responsibilities * Designing products or systems * Displaying ideas, products, or equipment * Editing newspapers or magazines estimating costs, income, or physical space * Evaluating performance, programs, process, or events * Fundraising one-to-one or through media * Group facilitating, managing group interactions * Handling complaints; client, customer, citizen * Inspecting or examining physical objects, financial statements, or through test administration * Interpreting, data legal, medical or technical terminology or other language * Interviewing * Investigating private information, underlying causes or sequence of events * Making layouts for printed media or public displays | * Meeting the public, receptionist, agency or product representative, salesperson, or public servant or tour co-ordinator * Monitoring progress of people, processes or equipment * Motivating * Observing physical phenomena, human behaviours or changing situation * Operating equipment, machines, or vehicles * Organizing people, information, or events * Planning budgets, goal setting or scheduling * Programming equipment or activities * Promoting, one-to-one or through media * Recoding numerical or scientific data * Record keeping logs, files, or timesheets * Repairing equipment, vehicles, furniture, or accessories * Researching, obtaining information from libraries, surveys, or physical data * Selling ideas, products, or policies * Serving a product or an individual * Sketching pictures, diagrams, or charts * Speaking in public, to groups or via electronic media * Supervising people or processes * Teaching, formal or informal * Timing, organizing time or events * Troubleshooting equipment or situation * Updating information or records * Using instruments, engineering, medical, or scientific * Writing, creative or expository   + - * **WHAT OTHER SKILLS DO YOU HAVE THAT ARE NOT LISTED?**       * **IDENTIFY YOUR TOP 5 TRANSFERABLE SKILLS.**       * **DO THEY MATCH YOUR EMPLOYER’S NEEDS FOR THIS POSITION?** |