Transferable & Functional Skills:
Transferable and functional skills are competencies that are transferable to many different work settings. You can develop skills in a variety of ways, including from jobs and internships, coursework and school projects, volunteer and extracurricular activities, hobbies, and from daily life responsibilities.

Below is a list that will help you acknowledge the skills you have used, the skills you would like to use, and the skills you would like to develop.

From the following list, underline the skills you have used, and then circle the top 3 to 5 underlined skills you enjoy using most from each category.

**Communication:** Exchange, convey, and express knowledge and ideas.
- write
- edit
- summarize
- persuade
- verbal communication
- listen attentively
- facilitate discussion
- consult
- teach
- train
- sell
- promote
- use of languages
- communicate with metaphors
- interview
- mastery with words
- ask questions
- make presentations
- negotiate
- think on one’s feet
- conversational ability
- entertain, perform
- host
- interact with public
- public speaking
- teamwork
- serve as a liaison

**Information Management:** Arrange and retrieve data, knowledge, and ideas.
- calculate and compute
- classify and catalog
- math knowledge and skills
- applying formulas
- financial record keeping
- organize information
- manage information
- manage money
- keep accurate records
- attend to details
- logical ability
- develop systems
- develop a budget
- categorize
- summarize
- streamline systems & processes
- monitor
- manage databases

**Organization Management:** Direct and guide a group in completing tasks and attaining goals.
- solve problems
- time management
- make decisions
- lead
- plan ahead
- meet deadlines
- establish priorities
- supervise
- motivate
**Organization Management:** (cont.)
recruit
resolve conflicts
collaborate
mediate
initiate projects
forecast
organize
coordinate
handle logistics
put theory into practice
delegate
give directions
assume responsibility
determine policy
interpret policy
apply policy
set timelines and expectations
strategize
implement plans
evaluate outcomes
create team
visualize end result
set goals

**Design & Planning:** Imagine the future and develop a process for creating it.
anticipate problems
plan
invent
conceptualize
design
display
layout/format
design programs
anticipate consequences
brainstorm new ideas
think visually
improvise
compose
adapt
create images
integrate
project
synthesize
customize
illustrate
perform

**Research & Investigation:** Search for specific knowledge.
analyze ideas
analyze data
dissect
research
investigate
read for information
interview for information
collect data
diagnose
evaluate
compare
critical thinking
synthesize information
experiment
observe
outline
formulate hypotheses
develop theory
calculate/compare
hypothesize

**Human Service:** Attend to physical, mental or social needs of people.
facilitate
interpersonal skills
group process
sensitivity to needs
empathize
encourage
empower
consult
interview
counsel
advocate
use intuition
coach
provide care
coordinate
listen
advise
support

**Technical/Physical:** Use hands or tools to build, repair, and invent.
assemble
build
construct
fabricate
Technical/Physical: (cont.)
model
program
install
maintain
inspect

EXTRA CREDIT – GRADUATE LEVEL WORK – GOING THE EXTRA MILE

Write about each skill you have circled.

Past: How have you used this skill in the past? Recall the “situation, task, actions and results” in which you used this skill. Where there other skills you used to help accomplish the skill you are writing about.

For example, the skill “write” under communication what have you written? What others skills: “edit”, “communicate with metaphors”, “research”, “synthesize information”, “interpret policy”, etc.; did you use to complete the task at hand?

Future: How do you imagine using this skill in the future? Envision the situation, task, actions and results” in which you would use this skill. Are there other skills you imagine using to help accomplish the skill you are writing about?

Socrates is reported to have said, “the unexamined life is not worth living”. For employers, “the unexamined applicant is not worth interviewing”. It is essential in career exploration that individuals do the most they can to clarify and describe the skills they have so they can move forward with what they have to offer to an employer.