

# Transferable Skills Checklist

Based on a survey of employers, the National Association of Colleges and Employers (NACE) has identified the eight most desirable competencies essential for new graduates. You already possess many of these skills, and they are useful in a variety of contexts. While this list does not contain every skill, it may help you identify some relevant talents for fulfilling your goals.

Using the checklist below, check (✓) the skills that you already have and circle the skills you want to develop.

## Critical Thinking/Problem Solving

- Analyze information
- Create ideas
- Find alternative options/solutions
- Identify problems
- Observe details
- Plan strategies
- Predict outcomes
- Anticipate problems
- Conceptualize cases/situations
- Detect themes/patterns
- Discover resources
- Formulate questions
- Gather information
- Set goals

## Oral/Written Communication

- Express ideas
- Listen attentively
- Perceive nonverbal cues
- Persuade others
- Provide feedback
- Write clearly
- Public speaking
- Convey positivity
- Describe feelings
- Edit documents
- Facilitate discussion
- Interview clients
- Report information
- Receive feedback

## Teamwork/Collaboration

- Give advice
- Display patience/sensitivity
- Convey feelings
- Develop rapport
- Interact sociably
- Listen effectively
- Persuade others
- Provide support
- Appreciate diversity
- Counsel/empower others
- Demonstrate emotional intelligence
- Help/cooperate
- Motivate
- Perceive feelings/group dynamics
- Share credit/recognize efforts
- Teach/instruct others

## Digital Technology

- Connect networks/network administration
- Conduct online research
- Develop software
- Evaluate products
- Install hardware/software
- Troubleshoot problems
- Understand customers' concerns
- Use statistical tools
- Design/manage websites
- Explain technical processes
- Facilitate video conferences/discussions
- Learn new technologies
- Operate audio/visual technology
- Program/code
- Repair technology
- Write technical/instructional manuals



## Leadership

- Delegate responsibility
- Manage groups
- Motivate people
- Promote change/take risks
- Reduce conflict
- Own/acknowledge responsibility
- Teach colleagues/followers
- Analyze tasks
- Conduct meetings
- Develop goals
- Give praise and feedback
- Identify talents
- Negotiate agreements
- Prioritize tasks

## Professionalism/Work Ethic

- Arrive on-time/punctuality
- Recognize accountability to self/others
- Appreciate teamwork
- Follow dress code(s)
- Improve/maintain organization's reputation
- Represent agencies properly
- Meet deadlines/due dates
- Adhere to company policy
- Consider others' thoughts/feelings
- Evaluate personal performance
- Exercise patience/defer gratification
- Make ethical decisions
- Model integrity
- Welcome/assist new colleagues

## Career Management

- Advocate for oneself
- Articulate skills & strengths
- Continue professional development
- Explore occupational information
- Prioritize personal growth
- Research labor/market trends
- Update résumé/cover letter
- Assess readiness for promotion
- Cope with setbacks/rejection
- Initiate informational interviews
- Make informed decisions
- Network/build connections
- Practice interview skills
- Prepare for career transition(s)

## Global/Intercultural Fluency

- Ask clarifying questions
- Confront prejudice/discrimination
- Convey authenticity
- Examine assumptions
- Correct misunderstandings
- Respect individuality
- Study other cultures
- Acknowledge context/history
- Display inclusivity & safety
- Engage in self-reflection
- Navigate cultural norms tactfully
- Recognize power/influence disparities
- Speak another language(s)
- Self-disclose considerately

## *Transferring Your Skills*

Past skills are often relevant to success in future settings. List 3-5 of your past experiences (Experiences), and then list 3-5 occupations or educational options that interest you (Goals & Aspirations). These skills can also be incorporated into your [Career Portfolio](https://www.career.fsu.edu/portfolio) and supported by uploading examples of your work: <https://www.career.fsu.edu/portfolio>.

In the final section, select five skills from the Transferable Skills Checklist that are necessary for success in both your past experiences and your desired goals (Transferable Skills).

<i>Experiences</i>	
<i>Example: Worked as a nanny/babysitter for 3 years</i>	
1.	
2.	
3.	
4.	
5.	

<i>Goals &amp; Aspirations</i>	
<i>Example: Becoming a therapist / applying to Master of Social Work programs</i>	
1.	
2.	
3.	
4.	
5.	

<i>Transferable Skills</i>	
<i>Example: Arriving on-time is important for both being a successful nanny and assisting social work clients</i>	
1.	
2.	
3.	
4.	
5.	

### *Improving Your Skills*

Select three skills that you circled from the Transferable Skills Checklist and write them in the “Skills to Develop” column. Describe why you would like to improve that skill (Purpose/Outcome), how you plan to develop that skill specifically (Activity), and how important it is for you to develop that skill compared to the others (Priority) using ranks of 1-3.

<i>Skills to Develop</i>	<i>Purpose/Outcome</i>	<i>Activity</i>	<i>Priority</i>

### *Recognizing Your Skills*

Select the top five skills that you checked off from the Transferable Skills Checklist and then write them in the “My Best Skills” column. Describe why/how that skill is useful (Purpose/Usefulness), and provide a brief example of how you have displayed the skill in the past (Example).

In your [Career Portfolio](#), add reflections on these skills and experiences, uploading artifacts that support your competencies and demonstrate your accomplishments (e.g., your research papers, studio art/graphic and design projects, programs or playbills from performances, professional websites/blogs/videos, letters of recommendation, etc.)

<i>My Best Skills</i>	<i>Purpose/Usefulness</i>	<i>Example</i>