SKILLS EMPLOYERS WANT

What are transferable skills? Simply put, they are skills you have acquired during any activity in your life — jobs, classes, projects, parenting, hobbies, sports, virtually anything — that are transferable and applicable to what you want to do in your next job.

Experts who study trends in hiring find that most companies, regardless of size or industry, look for the same basic skills when hiring. The top skills employers are looking for in today’s workforce include:

- **Critical thinking:** Seeing the big picture and being analytical; comprehending what you read.
- **Good communication skills:** Getting your point across effectively when writing and speaking; skillfully expressing, transmitting and interpreting knowledge and ideas.
- **Visionary qualities:** Brainstorming, looking to the future, setting goals.
- **Self-esteem, motivation, and goal setting:** A positive attitude; showing a willingness to take the initiative.
- **Proficiency with Information:** Being inquisitive, curious and resourceful; knowing how to conduct research.
- **Global-mindedness:** Understanding and showing an interest in other cultures and getting along with diverse groups of people.
- **Teamwork:** Working well with others to achieve common goals.
- **Learning to learn:** A desire for lifelong learning.
- **Basic academic skills:** Developed capacities that facilitate learning or the more rapid acquisition of knowledge; an ability to read, write, interpret data, complete basic computation.
- **Creative thinking and decision making:** Understanding of the steps involved with effective decision-making; ability to evaluate the effects and effectiveness of a decision; applying information creatively to specific problems or tasks.
- **Personal and career development skills:** Analyzing and learning from life experiences - both one's own and others; developing of personal growth goals that are motivating.
- **Interpersonal/negotiation skills:** Using interpersonal skills for resolving conflict, relating to and helping people.
- **Organizational effectiveness and leadership:** Supervising, directing and guiding individuals and groups in the completion of tasks and fulfillment of goals.

It is important to note that none of the skills listed above is job or career specific. They are all transferable skills which can be used in a variety of occupations. You may have developed them through coursework, jobs, internships, volunteering, or just plain life experience.
As you begin your job search, it is important that you know your own qualifications. The concept of transferable skills is a vital job-search technique that all job-seekers should master, though the concept is especially important for career changers and students. It is critical for successful job seekers to carefully evaluate how their skills transfer into other opportunities. It's also important to look for ways to express this transferability to a prospective employer. By communicating your transferable skills effectively, you can enhance your marketability and open yourself up to a larger sector of the job market.

TRANSFERABLE SKILLS IDENTIFICATION

By identifying your transferable skills you have the ability to make connections between your past experiences and your future aspirations. Below is a list of skills you may possess. They are not limited to one discipline or knowledge area, but rather they are transferable to many opportunities.

Please review the list below and select those areas in which you have experience. This exercise will assist you in preparing for many facets of your career transition, including resume writing and interviewing.

- Accepting and learning from negative criticism
- Accepting others' opinions and actions in a non-judgmental way
- Accepting responsibility
- Accommodating multiple demands for commitment of time, energy, and resources
- Accountability
- Achieving goals within budget and time schedule
- Action oriented
- Active listening
- Adaptability
- Adjust plans/procedures for the unexpected
- Advocacy
- Analysis and application of data
- Analytical skills
- Analyzing and learning from life experiences – both one's own and others
- Analyzing behavior of self and others
- Analyzing quantitative, physical and/or scientific data
- Analyzing the interrelationships of events and ideas from several perspectives.
- Anticipating people's needs and reactions
- Anticipating problems and respond with solutions
- Curiosity
- Applying information creatively to specific problems or tasks
- Approaching problems from a variety of perspectives
- Dependability, ability to get things done
- Asserting oneself
- Assess learning styles and respond accordingly
- Assessing needs
- Assessing one's values in relation to important life decisions
- Assigning tasks and setting standards for staff
- Assisting in the establishment of personal goals and development of future plans
- Attending to detail
- Avoiding bias and preconceptions
- Ability to make decisions without feeling pressured
- Willing to take risks
- Behaving ethically
- Being punctual
- Being sensitive
- Believing in self worth
Brainstorming and making use of group synergy
Bright, energetic, learning quickly
Calculating, performing mathematical computations
Solving general problems and focusing on details
Mobilizing team members
Negotiating effectively
Working on several problems at once
Caring for and serving people
Career counseling
Carrying out tasks with thoroughness and precision
Classifying and sorting information
Classroom guidance
Clerical skills
Coaching, guiding, encouraging individuals to achieve goals
Collaborating with others
Collaborative decision making
Communicating well with diverse groups and at all skill levels
Comparing and evaluating information
Compiling numerical and statistical data
Complex problem-solving skills
Conducting meetings
Conducting needs assessments
Resolving conflicts
Confronting and expressing opinions without offending
Consulting and recommending solutions
Consulting with stakeholders
Controlling budgets
Conveying a positive self image
Conveying a sense of humor
Conveying feelings
Cooperating
Coordinating people, activities and details
Coordinating tasks
Coping with feelings
Counseling, advising, guiding others
Counseling individuals and groups
Creating and administering evaluation plans
Creating and justifying organization's budget to others
Creating and maintaining a safe environment
Creating efficient systems
Creating innovative solutions to complex problems
Creating positive, hospitable environment
Creating ideas, innovating
Creativity
Creativity and flexibility in thinking
Critical thinking, abstract reasoning, problem-solving and conflict resolution skills
Dealing with data
Debating issues/ideas
Defining problems and identifying possible/apparent causes
Defining needs
Delegating tasks and responsibilities with respect
Demonstrating effective social behavior in a variety of settings and under different circumstances
Demonstrating empathy, sensitivity and patience
Demonstrating flexibility during crisis
Dependability/reliability
Describing feelings
Designing and planning skills
IDENTIFYING YOUR TRANSFERABLE SKILLS

- Designing instruments (e.g., surveys, questionnaires) to obtain information
- Detail-oriented
- Developing and maintaining a budget
- Developing and facilitating work teams
- Fund-raising
- Developing and mentoring talent
- Developing educational curriculum and materials
- Developing goals for an organization
- Developing personal growth goals that are motivating
- Developing rapport easily with groups of people
- Editing and proofreading written material
- Educating
- Effective decision-making
- Effective writing and speaking skills
- Effectively participate in group discussions
- Empathy
- Encouraging the use of technology at all levels
- Encouraging, empowering and advocating for people
- Establishing and enforcing policies
- Engaging all stakeholders
- Enlisting help
- Envisioning the future and leading change
- Establishing culture to support learning
- Ethical Decision-Making
- Behaving ethically
- Evaluating information based on appropriate standards
- Evaluating personal and professional strengths and weaknesses
- Evaluating the effects and effectiveness of a decision
- Event planning
- Explaining difficult ideas, complex topics
- Express feelings appropriately
- Expressing ideas
- Extracting important information
- Facilitating brainstorming activities
- Facilitating conflict management/resolution
- Facilitating decision-making
- Facilitate groups in the decision-making process
- Facilitate self-awareness in others
- Financial management
- Flexibility
- Following through with a plan or decision
- Forecasting, predicting
- Formulating insightful and relevant questions
- Formulating questions relevant to clarifying a particular problem, topic, or issue
- Formulating and defending positions
- Gathering information
- Generating trust and confidence in others
- Giving constructive feedback
- Giving praise and credit to others for work well done
- Goal setting
- Good listening, clarifying, questioning, and responding skills
- Group guidance/counseling
- Growth-oriented – personally and professionally
- Guiding student planning
- Handling complaints in person and over the phone
- Handling several problems at one time
- Hiring and supervising personnel
- Human relations and interpersonal skills
- Hypothesizing and testing for results
IDENTIFYING YOUR TRANSFERABLE SKILLS

- Identifying alternative courses of action
- Identifying and communicating value judgments effectively
- Identifying appropriate information sources and resources
- Identifying one's own strengths and weaknesses
- Identifying one's own values
- Identifying people who can contribute to the solution of a problems or task
- Identify possible alternative solutions and select the most appropriate ones
- Identifying problems and needs
- Identifying tasks to be accomplished
- Identifying central issues and key questions
- Identifying problems and potential problems
- Identifying resources needed (e.g., material, people, time)
- Identifying the steps in a project from beginning to end
- Imagining alternatives
- Implementing decisions
- Increasing productivity and efficiency to achieve goals
- Information and advice giving
- Information gathering and reporting
- Initiating new ideas
- Inspiring others to achieve common goals
- Instructing others
- Insuring completion of a task
- Interacting effectively with peers, superiors, and subordinates
- Interacting with and appreciating people from diverse cultural, social, and religious backgrounds
- Interpreting both qualitative and quantitative data
- Interviewing people to obtain information
- Intuiting strategies and solutions
- Inventing products through experimentation
- Investigating clues
- Justifying the organization's budget to others
- Keeping a group "on track" and moving toward the achievement of a goal
- Keeping accurate and complete financial records
- Knowledge of capabilities and limitations of people
- Knowledge of counseling and psychological theories
- Knowledge of human development
- Knowledge of self-help theories and programs
- Knowledge of Special Education laws and resources
- Leadership
- Listening carefully, attentively, empathically, and with objectivity
- Maintaining group cooperation and support
- Making and keeping a schedule
- Making commitments to people
- Managing conflict
- Managing groups
- Managing money or budgets
- Managing personnel, projects and time
- Managing time and stress effectively
- Mediating problems
- Meeting deadlines
- Meeting goals
- Meeting the public
- Modeling behavior or concepts for others
- Motivating and leading people
- Multitasking
- Negotiating
IDENTIFYING YOUR TRANSFERABLE SKILLS, page 5

- Oral & written communication
- Organizing people and tasks to achieve specific goals
- Organizing or managing projects
- Overseeing communication, email and telephones
- Participating in group discussions and teams
- Perceiving feelings, situations, and nonverbal messages
- Personal, professional management, and career development skills
- Perspective-taking
- Persuading/influencing others to a certain point of view
- Planning and organizational skills
- Possessing courteous telephone skills
- Practicing ethical behavior in difficult situations
- Predicting future trends and patterns
- Preparing and writing concise and logically written materials
- Presenting ideas effectively in speeches or lecture
- Prioritizing tasks
- Proactive
- Problem-solving skills
- Processing human interactions, understanding others
- Proficiency in understanding, organizing, and integrating information
- Program development and management
- Project planning skills
- Promoting individual achievement
- Promoting change
- Providing referrals
- Provide training for development of staff
- Providing appropriate feedback
- Providing support for others
- Public relations
- Reading materials accurately, analytically and critically
- Reflecting
- Remaining flexible with decisions
- Remembering faces, accurate spatial memory
- Reporting information
- Representing others
- Research and planning skills
- Resource management
- Responding appropriately to positive and negative feedback
- Risk-taking
- Running meetings
- Safeguarding human rights
- Seeking additional opportunities for professional development
- Selling ideas, products or services
- Sensitivity to cultural and ethnic diversity
- Service skills (service to students, parents, school staff and the community)
- Setting and meeting deadlines
- Setting realistic goals and priorities and determining courses of action
- Sharing credit
- Social-emotional skills, e.g., perspective-taking, clear communications, interpersonal problem-solving
- Speaking effectively to individuals and groups or in public
- Statistical and inferential skills
- Strong data assessment and analytical skills
- Structuring and evaluating arguments
- Structuring conversations (e.g., interviews) to obtain information
☐ Summarizing complicated materials
☐ Supervising others
☐ Supporting and praising one another for reaching goals and accomplishments
☐ Synthesizing and summarizing information from multiple sources
☐ Synthesizing facts, concepts, and principles
☐ Systematizing information and results
☐ Taking initiative
☐ Taking responsibility for decisions
☐ Taking risks, make hard decisions, be decisive
☐ Teaching a skill, concept, or principle to others
☐ Teaching, advising, coaching, empowering
☐ Teamwork and team building
☐ Technology skills
☐ Testing and assessment
☐ Thinking critically
☐ Tracking progress of projects and troubleshooting
☐ Training/consulting
☐ Translating information into meaningful conclusions, recommendations, or plans of action
☐ Understanding strengths and weaknesses of members and use strengths to build team development
☐ Understanding the feelings of others

Add any transferable skills that were not listed above but that you think are important to include.

NOW THAT YOU HAVE IDENTIFIED SOME OF YOUR TRANSFERABLE SKILLS YOU WILL BE ABLE TO MARKET YOURSELF EVEN MORE EFFECTIVELY. YOUR SUCCESS IN FINDING THE POSITION RIGHT FOR YOU WILL DEPEND ON YOUR ABILITY TO SHOWCASE YOUR INNATE TALENTS AND SKILLS.

HOPEFULLY, THIS EXERCISE HAS HELPED YOU DISCOVER THAT YOU HAVE EVEN MORE TO OFFER THAN YOU REALIZED!