

Transferable Skills Inventory **Functional, Personal and Knowledge-Based Skills**

Here are two exercises that may help you 1) identify specific transferable skills, 2) articulate their use in your past experiences, and 3) help build language and examples to use both in a resume/curriculum vitae (CV), and while interviewing.

FUNCTIONAL SKILLS INVENTORY

Instructions:

Step #1

Describe your top 6 accomplishments of which you are most proud below in **Section A**. The accomplishments can be from any area of your life, not just work (e.g. coursework or research, volunteering, internships, unpaid positions, part-time positions, leadership positions, etc.).

Step #2

Select which skills you used for each accomplishment by marking an X in the box in the appropriate numbered column in **Section B** (column numbers should match the accomplishment's number).

Step #3

Do this for each of the six accomplishments. Please see the example for guidance.

Section A: Top 6 Accomplishments

1a. (Example) Presented a portion of my thesis at a conference.

1.

2.

3.

4.

5.

6.

Section B: Skill Inventory (Example from section A is represented under 1a). What skills did you use when achieving your accomplishments? Check the column for each of your top 6 accomplishments.

Verbal Communication	1a	1	2	3	4	5	6
Perform and entertain before groups							
Speak well in public appearances	X						
Confront and express opinions without offending	X						
Interview people to obtain information							
Handle complaints __in person __over phone							
Present ideas effectively in speeches or lecture	X						
Persuade/influence others to a certain point of view	X						
Sell ideas, products or services	X						
Debate ideas with others	X						
Participate in group discussions and teams	X						

Nonverbal Communication	1a	1	2	3	4	5	6
Listen carefully and attentively	X						
Convey a positive self-image	X						
Use body language that makes others comfortable	X						
Easily get along with groups of people	X						
Establish culture to support learning							
Express feelings through body language							
Promote concepts through a variety of media							
Believe in self-worth							
Respond to non-verbal cues							
Model behavior or concepts for others							

Written Communication	1a	1	2	3	4	5	6
Write technical language, reports, manuals	X						
Write poetry, fiction plays							
Write grant proposals							
Prepare and write logically written reports	X						
Write copy for sales and advertising							
Edit and proofread written material	X						
Prepare revisions of written material	X						
Utilize all forms of technology for writing							
Write case studies and treatment plans							
Demonstrate expertise in grammar and style	X						

Train/Consult	1a	1	2	3	4	5	6
Teach, advise, coach, empower	X						
Conduct needs assessments							
Use a variety of media for presentation							
Develop educational curriculum and materials							
Create and administer evaluation plan							
Facilitate a group discussion							
Explain difficult ideas, complex topics	X						
Assess learning styles and respond accordingly							
Consult and recommend solutions							
Write well organized and documented reports	X						

Analyze	1a	1	2	3	4	5	6
Study data or behavior for meaning and solutions	X						
Analyze quantitative, physical and/or scientific data	X						
Write analysis of study and research	X						
Compare and evaluate information	X						
Systematize information and results							
Apply curiosity							
Investigate clues							
Formulate insightful and relevant questions	X						
Use technology for statistical analysis	X						

Research	1	1	2	3	4	5	6
Identify appropriate information sources	X						
Search written, oral and technological information	X						
Interview primary sources							
Hypothesize and test for results							
Compile numerical and statistical data	X						
Classify and sort information into categories	X						
Gather information from a number of sources	X						
Patiently search for hard-to-find information							
Utilize electronic search methods	X						

Plan and Organize	1a	1	2	3	4	5	6
Identify and organize tasks or information							
Coordinate people, activities and details							
Develop a plan and set objectives	X						
Set up and keep time schedules	X						
Anticipate problems and respond with solutions							
Develop realistic goals and take action to attain them	X						
Arrange correct sequence of information and actions	X						
Create guidelines for implementing an action	X						
Create efficient systems							

Counsel and Serve	1a	1	2	3	4	5	6
Counsel, advise, consult, guide others							
Care for and serve people; rehabilitate, heal							
Demonstrate empathy, sensitivity and patience							
Help people make their own decisions							
Help others improve health and welfare							
Listen empathically and with objectivity							
Coach, guide, encourage individuals to achieve goals							
Mediate peace between conflicting parties							
Knowledge of self-help theories and programs							
Facilitate self-awareness in others							

Interpersonal Relations	1a	1	2	3	4	5	6
Convey a sense of humor							
Anticipate people's needs and reactions							
Express feelings appropriately							
Process human interactions, understand others							
Encourage, empower, advocate for people							
Create positive, hospitable environment							
Adjust plans for the unexpected							
Facilitate conflict management							
Communicate well with diverse groups	X						
Listen carefully to communication							

Leadership	1a	1	2	3	4	5	6
Envision the future and lead change							
Establish policy							
Set goals and determine courses of action							
Motivate/inspire others to achieve common goals							
Create innovative solutions to complex problems							
Communicate well with all levels of the organization							
Develop and mentor talent							
Negotiate terms and conditions							
Take risks, make hard decisions, be decisive							
Encourage the use of technology at all levels							

Management	1a	1	2	3	4	5	6
Manage personnel, projects and time							
Foster a sense of ownership in employees							
Delegate responsibility and review performance							
Increase productivity and efficiency to achieve goals							
Develop and facilitate Work Teams							
Provide training for development of staff							
Adjust plans/procedures for the unexpected							
Facilitate conflict management							
Communicate well with diverse groups							
Utilize technology to facilitate management							

Financial	1a	1	2	3	4	5	6
Calculate, perform mathematical computations							
Work with precision with numerical data							
Keep accurate and complete financial records							
Perform accounting functions and procedures							
Compile data and apply statistical analysis							
Create computer generated charts for presentation							
Use computer software for records and analysis							
Forecast, estimate expenses and income							
Appraise and analyze costs							
Create and justify organization's budget to others							

Administrative	1a	1	2	3	4	5	6
Communicate well with key people in organization							
Identify and purchase necessary resource materials							
Utilize computer software and equipment							
Organize, improve, adapt office systems							
Track progress of projects and troubleshoot							
Achieve goals within budget and time schedule							
Assign tasks and sets standards for support staff							
Hire and supervise temporary personnel as needed							
Demonstrate flexibility during crisis							
Oversee communication, email and telephones							

Create and Innovate	1a	1	2	3	4	5	6
Visualize concepts and results							
Intuit strategies and solutions							
Execute color, shape and form							
Brainstorm and make use of group synergy							
Communicate with metaphors							
Invent products through experimentation							
Express ideas through art form							
Remember faces, accurate spatial memory							
Create images through, sketches, sculpture, etc.							
Utilize computer software for artistic creations							

Adapted from www.lifeworktransitions.com, companion website for *Life Work Transitions.com: Putting Your Spirit Online*, by Deborah L. Knox and Sandra S. Butzel.

PERSONAL SKILLS INVENTORY

Personal skills, also known as work style traits, describe how you work. They are characteristics that help a person perform a job, relate to people and the job environment. **Circle** the ones that describe you best. Of those circled, identify your top ten skills. **Underline** the skills you can do, but you wouldn't want to do it on a daily basis.

Accurate	Genuine	Self-motivated
Adaptive	Generous	Sensitive
Adventurous	Honest	Stable
Ambitious	Humorous	Sympathetic
Analytical	Imaginative	Self-reliant
Artistic	Independent	Sincere
Articulate	Industrious	Sociable
Assertive	Inquisitive	Spontaneous
Calm	Intelligent	Systematic
Cooperative	Innovative	Self-confident
Competitive	Intuitive	Talented
Confident	Logical	Trustworthy
Conscientious	Loyal	Tactful
Candid	Methodical	Thorough
Committed	Non-judgmental	Tolerant
Curious	Objective	Trustworthy
Creative	Optimistic	Talkative
Decisive	Orderly	Willing to learn
Dependable	Organized	Witty
Determined	Opportunistic	
Direct	Open-minded	
Disciplined	Patient	
Detail-oriented	Precise	
Diplomatic	Productive	
Efficient	Persistent	
Empathetic	Practical	
Energetic	Punctual	
Enthusiastic	Perceptive	
Expressive	Personable	
Facilitative	Poised	
Fair-minded	Reliable	
Flexible	Resourceful	
Friendly	Responsible	
Frugal	Results Oriented	
Focused	Risk-Taking	

KNOWLEDGE-BASED SKILLS INVENTORY

The list below contains skills you may have learned through education and training. **Circle** the ones that describe you best. Of those circled, identify your top ten. **Underline** the skills you can do, but you wouldn't want to do it on a daily basis.

Administration

Word Processing
Transcription
Travel Arrangements
Calendaring
Scheduling
Filing
Office Machines
Ordering Supplies
Other software
Telephones
Receptionist
Records Management
Databases

Finance and Accounting

Auditing
Planning and Analysis
General and Cost Accounting
Treasury
Credit
Internal Controls
Management Reporting
Capital Budgeting
General Tax Planning
Cash Management
Debt Negotiations
Risk Management
Actuarial/Rating Analysis
Pricing/Forecast Modeling
Inventory Control Analysis
Financial Systems

General Management

Strategic Planning
Organizational Planning
Project Management
Contract Negotiations
Regulatory Reporting
Union Negotiations
Licensing
Pricing
Purchasing
Strategic Analysis
Leadership Development
Scheduling

Human Resources

Recruiting
Interviewing
Staff Planning/Management
Labor Relations
Union Avoidance
Comp and Benefits
Safety and Health
Career Development
Training
Performance Evaluation
Affirmative Action
Team Building
Organizational Development
Wage and Salary Admin
Policy and Procedures
Career Counseling
Employee Relations

Information Systems

Systems Development
Info Systems Management
Networking
LAN/WAN
Main Frame
PC's
Programming Languages (specify)
System Design/Programming
Database Technology
Software (specify)
Hardware (specify)

Operations

Production
R&D
Process Engineering
Construction
Administration
Quality Assurance
Distribution
Materials Management
Inventory and Production
Customer Service Management
Procurement
Budget Planning
Expense Control
Warehousing

Research and Engineering

Research and Development
Process Development
Licensing/Patents
New Product Development
Field Applied Research
Plant Design/Construction
Process Engineering
Diagnostics

Sales/Marketing/Customer Service

Marketing
Selling/Influencing
Advertising
Sales Development
Telemarketing
Sales Support
Cash/Credit Transactions
Buying
Fund Raising
Competitive Analysis
Promotional Writing
Strategic Planning
Customer Service
Consumer Relations
Inside Sales
Outside Sales
Pricing Strategy
Foreign Market Analysis

Scientific Skills

Categorize Data
Controlling Variables
Interpreting Data
Formulating Models
Lab Safety Procedures
Report Writing
Statistical Reporting
Scientific Instruments (specify)
Laboratory Techniques (specify)

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Technical Skills

Data Analysis
Inspection
Scientific Measurements
Mechanical Equipment Repair
Maintaining WIP Records
Mathematical Computations
Drafting
Redesigning/Streamlining
Inventory Records
Purchase Requisitions
Reading Blueprints/Drawings
Designing Tools (specify)
Building Tools (specify)

Other

Foreign Languages
Public Speaking
Technical Writing
Desktop Publishing
Editing