

INSTRUCTION FOR Part B - TRANSFERABLE SKILLS¹

Look at the following list of transferable skills and mark those that apply to you. Don't worry about marking too many. We all have a large number of these skills. However, for each transferable skill that you mark make sure that you can give - to yourself - an example of when you've used that skill.

- | | | |
|--|---|---|
| <input type="checkbox"/> act/perform | <input type="checkbox"/> copy information | <input type="checkbox"/> gather information |
| <input type="checkbox"/> adapt to situations | <input type="checkbox"/> correspond w/others | <input type="checkbox"/> gather materials |
| <input type="checkbox"/> advise people | <input type="checkbox"/> create | <input type="checkbox"/> generate |
| <input type="checkbox"/> analyze data | <input type="checkbox"/> delegate | <input type="checkbox"/> guide/lead |
| <input type="checkbox"/> anticipate problems | <input type="checkbox"/> deliver | <input type="checkbox"/> handle complaints |
| <input type="checkbox"/> appraise service | <input type="checkbox"/> demonstrate | <input type="checkbox"/> handle equipment |
| <input type="checkbox"/> arrange functions | <input type="checkbox"/> design | <input type="checkbox"/> handle money |
| <input type="checkbox"/> assess situations | <input type="checkbox"/> detect | <input type="checkbox"/> illustrate |
| <input type="checkbox"/> audit records | <input type="checkbox"/> determine | <input type="checkbox"/> imagine solutions |
| <input type="checkbox"/> bargain/barter | <input type="checkbox"/> develop | <input type="checkbox"/> implement |
| <input type="checkbox"/> be cost conscious | <input type="checkbox"/> direct others | <input type="checkbox"/> improve |
| <input type="checkbox"/> be responsible for | <input type="checkbox"/> dispense information | <input type="checkbox"/> improvise |
| <input type="checkbox"/> budget money | <input type="checkbox"/> distribute | <input type="checkbox"/> inform people |
| <input type="checkbox"/> build | <input type="checkbox"/> do precision work | <input type="checkbox"/> initiate actions |
| <input type="checkbox"/> buy products/services | <input type="checkbox"/> do public relations work | <input type="checkbox"/> inspect products |
| <input type="checkbox"/> calculate numbers | <input type="checkbox"/> draft | <input type="checkbox"/> install |
| <input type="checkbox"/> chart information | <input type="checkbox"/> drive | <input type="checkbox"/> instruct |
| <input type="checkbox"/> check for accuracy | <input type="checkbox"/> edit | <input type="checkbox"/> interpret data |
| <input type="checkbox"/> classify information | <input type="checkbox"/> encourage | <input type="checkbox"/> interview people |
| <input type="checkbox"/> collect money | <input type="checkbox"/> endure long hours | <input type="checkbox"/> invent |
| <input type="checkbox"/> communicate | <input type="checkbox"/> enforce | <input type="checkbox"/> inventory |
| <input type="checkbox"/> compute data | <input type="checkbox"/> estimate | <input type="checkbox"/> learn |
| <input type="checkbox"/> conceptualize | <input type="checkbox"/> evaluate | <input type="checkbox"/> learn quickly |
| <input type="checkbox"/> conduct | <input type="checkbox"/> examine | <input type="checkbox"/> liaise |
| <input type="checkbox"/> construct buildings | <input type="checkbox"/> exhibit | <input type="checkbox"/> lift (moderate) |
| <input type="checkbox"/> consult w/others | <input type="checkbox"/> expand | <input type="checkbox"/> listen |
| <input type="checkbox"/> contact others | <input type="checkbox"/> expedite | <input type="checkbox"/> locate information |
| <input type="checkbox"/> contact w/others | <input type="checkbox"/> explain | <input type="checkbox"/> log information |
| <input type="checkbox"/> control costs | <input type="checkbox"/> explore | <input type="checkbox"/> make/create |
| <input type="checkbox"/> control people | <input type="checkbox"/> file records | <input type="checkbox"/> make decisions |
| <input type="checkbox"/> control situations | <input type="checkbox"/> find information | <input type="checkbox"/> make policy |
| <input type="checkbox"/> converse w/others | <input type="checkbox"/> fix/repair | <input type="checkbox"/> manage a business |
| <input type="checkbox"/> coordinate activities | <input type="checkbox"/> follow directions | <input type="checkbox"/> manage people |
| <input type="checkbox"/> cope w/deadlines | <input type="checkbox"/> follow through | <input type="checkbox"/> measure boundaries |
| <input type="checkbox"/> mediate problems | <input type="checkbox"/> recruit people | <input type="checkbox"/> supply |
| <input type="checkbox"/> meet the public | <input type="checkbox"/> rectify | <input type="checkbox"/> support |
| <input type="checkbox"/> memorize information | <input type="checkbox"/> reduce costs | <input type="checkbox"/> survey |
| <input type="checkbox"/> mentor others | <input type="checkbox"/> refer people | <input type="checkbox"/> synthesize |
| <input type="checkbox"/> monitor progress | <input type="checkbox"/> rehabilitate people | <input type="checkbox"/> tabulate |
| <input type="checkbox"/> motivate others | <input type="checkbox"/> remember information | <input type="checkbox"/> take instructions |
| <input type="checkbox"/> move materials | <input type="checkbox"/> remove | <input type="checkbox"/> tend equipment |

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¹ Ferr, Michael; Gaither, Richard; Pickrell, R. . *THE WORK BOOK: Getting the job you want*. Glencoe/McGraw-Hill, Peoria, Illinois (1987)

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- negotiate
- nurse
- nurture
- observe
- obtain
- operate equipment
- order goods/supplies
- organize data
- organize people
- organize tasks
- own/operate business
- paint
- perceive needs
- perform routine work
- persuade others
- plan
- plant
- prepare materials
- print
- process information
- process materials
- produce
- program
- promote
- protect property
- provide maintenance
- question others
- raise money
- read reference books
- recommend
- record data
- repair
- replace
- report information
- research
- resolve problems
- restore
- retrieve information
- review
- run meetings
- schedule
- seek out
- select
- sell
- separate
- sequence
 - service customers
- service equipment
- set goals/objectives
- set up equipment
- set up systems
- sew
- shape
- signal
- size up situations
- sketch
- socialize
- solve problems
 - sort
- speak in public
- study
- supervise
- test
- think ahead
- think logically
- tolerate interruptions
- track
- train/teach
- transcribe
- transfer
- translate
- travel
- treat
- troubleshoot
- tutor
- type
- understand
 - unite people
- update information
 - hand/eye coordination
- use words correctly
 - verify
- visit
- visualize
- volunteer
- weigh
- work quickly
- write procedures
- write promo material
 - write proposals
- write reports
- write technical work