

TRANSFERABLE SKILLS WORKSHEET

Check off the skills below that you believe you can bring to your job:

Basic Skills:

- | | |
|---|--|
| <input type="checkbox"/> Listens to others | <input type="checkbox"/> Accurately works with money/numbers |
| <input type="checkbox"/> Understands and carries out instructions | <input type="checkbox"/> Attention to details |
| <input type="checkbox"/> Learns new procedures | <input type="checkbox"/> Follow-through (complete the task) |
| <input type="checkbox"/> Explains information to others | <input type="checkbox"/> Multitasks |
| | <input type="checkbox"/> Speaks in public |

People Skills:

- | | |
|---|--|
| <input type="checkbox"/> Interacts positively with others/Relates well | <input type="checkbox"/> Able to enlist help |
| <input type="checkbox"/> Builds strong relationships | <input type="checkbox"/> Has an encouraging attitude |
| <input type="checkbox"/> Gains others' confidence | <input type="checkbox"/> Assists people (customers/clients) |
| <input type="checkbox"/> Works well as a team player/Cooperates with others | <input type="checkbox"/> Comfortable dealing with people |
| <input type="checkbox"/> Coordinates actions with other people to achieve goals | <input type="checkbox"/> Responds to concerns of others |
| | <input type="checkbox"/> Handles complaints/Resolves conflict |
| | <input type="checkbox"/> Desires to learn/Receives feedback and makes improvements |

Organization and Time Management:

- | | |
|---|--|
| <input type="checkbox"/> Ability to plan | <input type="checkbox"/> Able to set and meet deadlines |
| <input type="checkbox"/> Ability to make decisions | <input type="checkbox"/> Accepts responsibility |
| <input type="checkbox"/> Able to set and meet goals (Result oriented) | <input type="checkbox"/> Works well under pressure |
| <input type="checkbox"/> Time management skills | <input type="checkbox"/> Organized |
| | <input type="checkbox"/> Abides by policies and procedures |

WORKSHEET

Pick three (3) different Transferable Skills you have identified above— preferably one from each of the categories above— and fill out the Worksheet below, giving specific examples of when you have used those skills at home, with your children, in school, playing sports, at church, doing volunteer work or at any other time.

Describe the Situation, the Action you took and the Result. For example – “I am a great team player. When I played soccer, I had to learn many different strategies and when to apply them. You can rely on me to be able to listen, learn and carry out instructions.”

Skill: _____

Example: _____

Skill: _____

Example: _____

Skill: _____

Example: _____
