



Identifying My Transferable Skills

Developing a list of your transferable skills can help you focus on positions suited to your talents and interests. It can also aid in crafting a resume or understanding and expressing yourself in a job interview context.

1. In the Tasks column, list all the functions that in your opinion support the development of transferable skills.
2. In the Skill Level column rate yourself according to your level of competency (1=highly skilled; 2=moderately skilled; 3=needs improvement).

| Transferable skills | Task | Skill level |
|--|------|-------------|
| Decision-making: Ability to explore and make commitments assuming responsibility of consequences | | |
| Time management: The process of exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency or productivity. | | |
| Problem solving: The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs. | | |
| Cultural Competency: Ability to work in international settings, adapt to diverse cultures, capacity for effective communication across cultural and linguistic boundaries. | | |



| | | |
|--|--|--|
| Organizational Skills: Ability to organize information, people or things in a systematic way; able to establish priorities and meet deadlines | | |
| Oral and written communication skills: The skillful expression, transmission and interpretation of knowledge and ideas. | | |
| Teamwork: Becoming skilled at sharing responsibility and work with others | | |
| Leadership: The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals. | | |
| Creativity/Initiative: Demonstrate ways you have taken initiative and achieved positive results as oppose to waiting to be told what to do | | |
| Integrity: The honesty and truthfulness of one's actions. The internal consistency among actions, values, and outcomes. | | |
| Interpersonal skills: The use of interpersonal skills for resolving conflict, relating to and helping people. | | |



| | | |
|--|--|--|
| Technology: Knowledge and ability to use computers and related technology efficiently, with a range of skills covering levels from elementary use to programming and advanced problem solving. | | |
| Dependability: A value showing the reliability of a person to others. | | |
| Other | | |

3. Place a check next to those skills which you enjoy using.
4. After you have completed the worksheets, write a list of those skills which you both enjoy using and in which you are highly skilled.
5. Then list those skills you both enjoy using and in which you are moderately skilled.
6. Last but not least, list those skills in which you need improvement but enjoy using. Consider these questions when reflecting on the path to improving each transferable skill.
 - What type of relevant and or practical experiences have you engaged with?
 - What did you expect to get out of these experiences?
 - What did you learn about yourself and others?
 - How do you think the skills learned will be transferable to your future employment?
 - What can you do differently to enhance your transferable skills?