# 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 <u>top 6 accomplishments</u> 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

1		

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

2.			
3.			

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	14	1		+ -	1	3	
Speak well in public appearances	X						
Confront and express opinions without offending	X						
Interview people to obtain information	- 11						
Handle complaintsin personover phone							
Present ideas effectively in speeches or lecture	X						
Persuade/influence others to a certain point of view							
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							
			ı		1	1	
	1a	1	2	3	4	5	6
	X						
Write poetry, fiction plays							
Write grant proposals							
-F	X						
Write copy for sales and advertising							
r r r r	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	<b>1</b> a	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	X						
them							
Arrange correct sequence of information and	X						
actions							
Create guidelines for implementing an action	X						
Create efficient systems							

Counsel and Serve	<b>1</b> a	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	<b>1</b> a	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 <a href="www.lifeworktransitions.com">www.lifeworktransitions.com</a>, 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 Adaptive Generous Adventurous Honest **Ambitious** Humorous Analytical **Imaginative** Artistic Independent Articulate Industrious Assertive Inquisitive Calm Intelligent Cooperative Innovative Competitive Intuitive Confident Logical Conscientious Loval Candid Methodical Committed Non-judgmental Curious Objective Creative **Optimistic** Decisive Orderly Dependable Organized Determined Opportunistic Open-minded Direct

Self-motivated Sensitive Stable **Sympathetic** Self-reliant Sincere Sociable Spontaneous **Systematic** Self-confident Talented Trustworthy Tactful Thorough Tolerant Trustworthy Talkative Willing to learn Witty

Disciplined **Patient** Detail-oriented Precise Diplomatic **Productive** Efficient Persistent **Empathetic** Practical Energetic Punctual Enthusiastic Perceptive Expressive Personable Poised Facilitative 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

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

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

