

## **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.**

<b>Verbal Communication</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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						

<b>Nonverbal Communication</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Written Communication</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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						

<b>Train/Consult</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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						

<b>Analyze</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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						

<b>Research</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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						

<b>Plan and Organize</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Counsel and Serve</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Interpersonal Relations</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Leadership</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Management</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Financial</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Administrative</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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							

<b>Create and Innovate</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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](http://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