

Transferable Skills Inventory

Below is a list of transferable skills. Take a moment to review the list and rank yourself on a scale of 1 to 4 (1 = Not competent; 2 = Somewhat competent; 3 = Moderately competent; 4 = Very competent).

If you have no exposure to a skill, you can skip over it. If you have skills that are not on this list, please add them at the end.

<u>Skills</u>	<u>Rating</u>
Adapt to change	
Administer programs	
Advise people/peers/job seekers	
Arrange meetings/events/training programs	
Assemble apparatus/equipment	
Audit financial records/accounts payable	
Coach team members	
Communicate with others/groups	
Compile statistics/survey data	
Confront people/difficult issues	
Construct buildings	
Control costs	
Counsel employees/colleagues	
Create new programs/internet sites/data systems	
Delegate authority	
Develop or revise instructional materials	
Direct administrative staff/projects	
Dispense medication/information	
Establish objectives/guidelines/policies	
Evaluate programs/solutions/instructors/peers/students	
Illustrate storyboards/concepts	
Handle detailed work/data/complaints	
Improve maintenance schedule/systems	

<u>Skills</u>	<u>Rating</u>
Improvise action	
Implement registration system/new programs	
Install software/plumbing or electrical systems/parts	
Initiate production/changes/improvements	
Interpret languages/new laws/schematics/codes	
Interview people/new employees	
Investigate problems/violations/fraud	
Maintain transportation fleet/aircraft/diesel engines	
Manage an organization/a mail room/a retail store	
Market products/services/programs	
Negotiate contracts/sales/ disputes	
Operate vehicles or equipment	
Persuade others/customers	
Plan agendas/conferences	
Prepare reports/meals/presentations	
Program computers	
Protect property/people	
Purchase equipment/supplies/services	
Repair equipment items/mechanical devices	
Set goals/objectives	
Supervise others	
Train others	
Write or edit publications/proposals/technical documents/videos	