**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.

| **Skills** | **Rating** |
| --- | --- |
| 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 |  |
| 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 |  |