

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

### Transferable Skills Self-Assessment

Listed below are transferable skills that employers frequently demand from the people they hire. This list comes courtesy of [www.quintcareers.com](http://www.quintcareers.com). Review each skill and ask yourself at what level have you developed that skill. Place a check mark in the box that best represents your level of skill. In the last column, you can list resources (persons, courses, etc.) that can help you develop that skill.

<b>Transferable Skills Most Sought After By Employers</b> ↓	<b>Level of Skill</b>			Resource to help me improve
	Needs Improvement	OK Average	Good or Excellent	
<b>Communications Skills (listening, verbal, written).</b> By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business.				
<b>Analytical/Research Skills.</b> Deals with your ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.				
<b>Computer/Technical Literacy.</b> Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.				
<b>Flexibility/Adaptability/Managing Multiple Priorities.</b> Deals with your ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.				
<b>Interpersonal Abilities.</b> The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.				
<b>Leadership/Management Skills.</b> While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.				
<b>Multicultural Sensitivity/Awareness.</b> There is possibly no bigger issue in the workplace than diversity, and job-seekers must demonstrate a sensitivity and awareness to other people and cultures.				
<b>Planning/Organizing.</b> Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.				
<b>Problem-Solving/Reasoning/Creativity.</b> Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.				
<b>Teamwork.</b> Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.				