

Transferable Skills & Job Skills Self-Assessment Tool


Transferable Skills

Understanding the concept of transferable skills is critical for anyone preparing for a career change or new job. You have acquired many transferable skills during your lifetime (in previous jobs, your graduate and post graduate work, projects, parenting, hobbies, sports, volunteer work, internships, etc.). It is important as you prepare to transition from graduate student to employee that you don't underestimate the value of the skills you have acquired; you need to understand how these skills could be transferred to the job that you want to get. By being aware of the skills you have developed you will be able to make realistic and suitable career plans based upon your heightened self-knowledge. You will also be able to demonstrate your employment potential and your ability to manage your future.


Job Skills Self-Assessment Tool

For the purpose of this self-assessment, marketable job skills have been broken down into the five broad categories listed below. Each category is then subdivided into more specific job skills. This tool is designed to help you to identify and think about the skills you have and enable you to use them effectively during your job search. It can also be used to identify the skills you may wish to develop in the future. **Instructions:** 1) Review each list and check off all of the skills you have developed. 2) Think of a specific example where you have demonstrated each skill you selected. If you can't think of an example, be realistic and ask yourself "Do I really *have* this skill?" 3) Use the Strength Meter to assess your level of competency for each skill (1 = good, 2 = very good, and 3 = excellent).


1) Communications: The skillful expression, transmission and interpretation of knowledge and ideas.

Skill:	Example:	Strength Meter: 		
<input type="checkbox"/> Speaking effectively	_____	1	2	3
<input type="checkbox"/> Writing concisely	_____	1	2	3
<input type="checkbox"/> Listening attentively	_____	1	2	3
<input type="checkbox"/> Expressing ideas	_____	1	2	3
<input type="checkbox"/> Facilitating group discussion	_____	1	2	3
<input type="checkbox"/> Providing appropriate feedback	_____	1	2	3
<input type="checkbox"/> Negotiating	_____	1	2	3
<input type="checkbox"/> Perceiving nonverbal messages	_____	1	2	3
<input type="checkbox"/> Persuading	_____	1	2	3
<input type="checkbox"/> Reporting information	_____	1	2	3
<input type="checkbox"/> Describing feelings	_____	1	2	3
<input type="checkbox"/> Interviewing	_____	1	2	3
<input type="checkbox"/> Editing	_____	1	2	3


2) Research and Planning: The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

Skill:	Example:	Strength Meter: 		
<input type="checkbox"/> Forecasting, predicting	_____	1	2	3
<input type="checkbox"/> Creativity and ideas generation	_____	1	2	3
<input type="checkbox"/> Identifying problems	_____	1	2	3
<input type="checkbox"/> Imagining alternatives	_____	1	2	3
<input type="checkbox"/> Identifying resources	_____	1	2	3
<input type="checkbox"/> Information gathering	_____	1	2	3
<input type="checkbox"/> Data-driven decision making	_____	1	2	3
<input type="checkbox"/> Problem solving	_____	1	2	3
<input type="checkbox"/> Setting goals	_____	1	2	3
<input type="checkbox"/> Extracting important information	_____	1	2	3
<input type="checkbox"/> Defining needs	_____	1	2	3
<input type="checkbox"/> Analyzing/synthesizing information	_____	1	2	3
<input type="checkbox"/> Developing evaluation strategies	_____	1	2	3


3) Human Relations: The use of interpersonal skills for resolving conflict, relating to and helping people.

Skill:	Example:	Strength Meter: 		
<input type="checkbox"/> Developing rapport	_____	1	2	3
<input type="checkbox"/> Being sensitive	_____	1	2	3
<input type="checkbox"/> Listening	_____	1	2	3
<input type="checkbox"/> Conveying feelings	_____	1	2	3
<input type="checkbox"/> Providing support for others	_____	1	2	3
<input type="checkbox"/> Motivating	_____	1	2	3
<input type="checkbox"/> Sharing credit	_____	1	2	3
<input type="checkbox"/> Counselling	_____	1	2	3
<input type="checkbox"/> Cooperating	_____	1	2	3
<input type="checkbox"/> Delegating with respect	_____	1	2	3
<input type="checkbox"/> Representing others	_____	1	2	3
<input type="checkbox"/> Perceiving feelings, situations	_____	1	2	3
<input type="checkbox"/> Assertiveness	_____	1	2	3
<input type="checkbox"/> Cultural awareness	_____	1	2	3

4) Organization, Management and Leadership: The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

Skill:	Example:	Strength Meter: 		
<input type="checkbox"/> Initiating new ideas	_____	1	2	3
<input type="checkbox"/> Handling details	_____	1	2	3
<input type="checkbox"/> Coordinating tasks	_____	1	2	3
<input type="checkbox"/> Managing groups	_____	1	2	3
<input type="checkbox"/> Delegating responsibility	_____	1	2	3
<input type="checkbox"/> Leadership (taking responsibility)	_____	1	2	3
<input type="checkbox"/> Accountability	_____	1	2	3
<input type="checkbox"/> Teaching	_____	1	2	3
<input type="checkbox"/> Coaching	_____	1	2	3
<input type="checkbox"/> Counselling	_____	1	2	3
<input type="checkbox"/> Promoting change	_____	1	2	3
<input type="checkbox"/> Selling ideas or products	_____	1	2	3
<input type="checkbox"/> Decision making with others	_____	1	2	3
<input type="checkbox"/> Managing conflict	_____	1	2	3
<input type="checkbox"/> Team working	_____	1	2	3
<input type="checkbox"/> Networking	_____	1	2	3

5) Work Ethics: The day-to-day skills that assist in promoting effective production and work satisfaction.

Skill:	Example:	Strength Meter: 		
<input type="checkbox"/> Personal organization	_____	1	2	3
<input type="checkbox"/> Effectiveness	_____	1	2	3
<input type="checkbox"/> Making decisions	_____	1	2	3
<input type="checkbox"/> Implementing decisions	_____	1	2	3
<input type="checkbox"/> Cooperating	_____	1	2	3
<input type="checkbox"/> Enforcing policies	_____	1	2	3
<input type="checkbox"/> Being punctual	_____	1	2	3
<input type="checkbox"/> Time management	_____	1	2	3
<input type="checkbox"/> Attention to detail	_____	1	2	3
<input type="checkbox"/> Meeting goals	_____	1	2	3
<input type="checkbox"/> Enlisting help	_____	1	2	3
<input type="checkbox"/> Accepting responsibility	_____	1	2	3
<input type="checkbox"/> Stress management	_____	1	2	3
<input type="checkbox"/> Setting and meeting deadlines	_____	1	2	3
<input type="checkbox"/> Environmental sustainability	_____	1	2	3
<input type="checkbox"/> Organizing	_____	1	2	3
<input type="checkbox"/> Flexibility	_____	1	2	3
<input type="checkbox"/> Planning	_____	1	2	3