

Transferable skills checklist

***** **ACTION** *****

WHEN GOING THROUGH THE LIST OF SKILLS ASK YOURSELF THE FOLLOWING QUESTIONS:

1. Which of these skills do I have?
2. When did I last use it?
(Could have been in a Professional or personal setting).
3. What did I use it for? What was the situation and what did I do?
4. Did I enjoy using that skill?

For Q3 – use STAR to note down your answer.

S = **Situation** Where were you? Top level scene setting

T = **Task** what was it you had to do/complete

A = **Action** What you actually did in that situation

R = **Result** What was the outcome of your action

R = **Reflection** – What did you learn and what would you do differently if this situation arises again.

This exercise will help with the following:

- Remind you of your skills (celebrate yourself)
- You can use this for your applications
- Be able to put this into your skills section on your CV
- You can use it to help prepare for interviews
- You can use it to answer competency questions in the interview
- Get to know yourself better
- And other more personal things to you

Key transferable skills

Meet deadlines	Ability to delegate	Ability to plan
Results oriented	Customer service oriented	Supervise others
Increase sales or efficiency	Accept responsibility	Instruct others
Desire to learn & improve	Good time management	Solve problems
Manage money/ budgets	Manage people	Meet the public
Organise people	Organise/ manage projects	Team player
Written communications	Work independently	Computer skills

Other transferable skills (dealing with things)

Use my hands	Assemble or make things	Safety conscious
Build, observe, inspect things	Construct or repair	Off-bearing or feeding machinery
Follow instructions	Good with my hands	Drive or operate vehicles
Operate tools and machinery	Repair things	Use complex equipment
Use equipment		

Working with people

Patient	Care for	Persuasive
Confront others	Pleasant	Counsel people
Sensitive	Demonstrate something	Supportive
Diplomatic	Supervise	Speak in public
Help others	Tactful	Insightful
Insightful	Teach	Interview others
Anticipate needs	High energy	Open minded
Take orders	Listen	Serving
Trust	Working with others	Negotiate
Understand	Adaptable	Outgoing
Kind		

Leadership

Arrange social functions	Motivate people	Negotiate agreements
Decisive	Plan	Delegate
Run meetings	Direct others	Explain things to others
Self-motivated	Get results	Share leadership
Think of others	Direct projects	Team builder
Solve problems	Mediate problems	Take risks
Empowering others		

Creative, artistic

Artistic	Music appreciation	Dance, body movement
Perform, act	Draw, sketch, render	Present artistic ideas
Play instruments	Expressive	

Dealing with data

Analyse data or facts	Investigate	Audit records
Keep financial records	Locate answers or information	Balance money
Calculate, compute	Manage money	Count, observe, compile
Research	Detail-oriented	Take inventory
Classify data	Compare, inspect, or record facts	

Using Words, Ideas

Articulate	Innovative	Communicate verbally
Logical	Remember information	Accurate
Research	Create new ideas	Design
Speak in public	Edit	Write clearly
Prefer details	Understand the big picture	

Add any other transferable skills that you think are important
