



Got Skills? Identify Your Transferable Skills

As you begin your job search, it is important that you are aware of the transferable skills you have developed over time. This process begins by reflecting on all of your relevant experiences that may include work experience, academics, extracurricular activities, and life experiences.

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Prospective employers are looking for candidates to apply those relevant skills in their work environment.

According to the 2011 survey conducted by the National Association of Colleges and Employers (NACE), below are the top 10 personal qualities/skills employers seek:

Verbal Communication • Initiative • Strong Work Ethic • Teamwork • Analytical • Interpersonal • Problem-solving Flexibility/Adaptability • Computer Skills • Detail Oriented

Review the NACE top five selected categories (**VISTA**), which are divided into detailed skill areas below.

1. Place a **3** in the box if you are **highly skilled** in the area.
2. Place a **2** in the box if you are **moderately skilled** in the area.
3. Place a **1** in the box if it is an area that **needs improvement**.

Verbal Communication (V)	
The exchange, transmission and expression of information and ideas	
	Speaking effectively
	Writing concisely
	Listening attentively
	Expressing ideas
	Facilitating discussion
	Providing appropriate feedback
	Negotiating
	Making presentations
	Editing
	Reporting information
	Perceiving nonverbal messages
	Describing feelings

Initiative (I)	
Doing what needs to be done without being told; Leader	
	Generate ideas
	Exceed expectations
	Resolving problems; situations
	Adapting to changes
	Promoting change
	Managing and supervising
	Delegating responsibility
	Handling tasks
	Materializing ideas
	Identifying improvement areas
	Determining policy
	Setting priorities

Strong Work Ethic (S)	
Practices that promote efficient and effective work environments	
	Organizing
	Meeting goals
	Cooperating
	Being punctual
	Setting and meeting deadlines
	Accepting responsibility
	Attending to detail
	Enlisting help
	Making decisions
	Managing time
	Implementing decisions
	Enforcing policies

Teamwork (T)	
Positive human relationships in group interactions	
	Managing conflicts
	Finding resolutions
	Cooperating
	Listening
	Motivating
	Providing support and care
	Respecting others
	Collaborating
	Holding team accountable
	Participating
	Meeting team expectations
	Perceiving feelings, situations

Analytical (A)	
Ability to visualize, and solve complex problems and concepts	
	Identifying resources
	Thinking critically
	Calculating and comparing
	Predicting and forecasting
	Formulating hypothesis
	Investigating
	Synthesizing data
	Creating ideas
	Defining needs
	Evaluating
	Determining alternatives
	Making recommendations

Identify your **top 3 highest scoring categories**. These are your key competency skills.

- Were there areas within your highest scoring categories that need improvement?
- In what ways can you improve in those areas as well as in the lowest scoring categories?
- Can you identify occupations that would require your competent skill-set?

Demonstrate how some of your top skill areas were used in a job, class or extracurricular activity.

Transferable Skill	Work Experience	Academic Project	Extra-curricular Activities
Example: Making presentations	Presented marketing research findings to management team	Created presentation on communication strategies with team	Presented to group of 20 high school students on the importance developing good study habits