



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 |
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