



SKILLS CHECKLIST

Directions: Important skills can often be overlooked. The following checklists show adaptive skills most employers find important, and transferable skills that can enhance your marketability. Read each skill carefully. If you have or use the skills under “Adaptive Skills” most of the time, put a check mark in the first column. If you only use that skill some of the time, check the second column. Under “Transferable skills,” if you have strong skills, put a check mark in that column. If you want to use those skills on your next job, check the “next job” column. Don’t mark either column if you don’t use that skill often.

Adaptive Skills

CRITICAL SKILLS					
These are skills all employers value highly. They reflect a person's personality and traits. Employers often won't hire a person who does not have or use some of these skills.					
EMPLOYERS VALUE PEOPLE WHO:					
Skills	Most of the Time	Some of the Time		Most of the Time	Some of the time
Get to work every day			Get along well with coworkers		
Arrive on time			Are honest		
Get things done			Work hard		
Follow instructions from supervisor					
OTHER ADAPTIVE SKILLS					
GOOD WORKERS HAVE THE FOLLOWING ADAPTIVE SKILLS:					
Skills	Most of the Time	Some of the Time		Most of the Time	Some of the time
Ambition			Intelligence		
Patience			Creativity		
Assertiveness			Leadership		
Learn quickly			Enthusiasm		
Flexibility			Persistence		
Dependability			Are results-oriented		
Complete assignments			Pride in doing a good job		
Sincerity			Willingness to learn new things		
Solve problems			Take responsibility		
Friendliness			Ask questions		
Good sense of humor			Other:		
Physical strength					
Good sense of direction					
Highly motivated					

Transferable Skills

CRITICAL SKILLS					
These skills tend to get you higher levels of responsibility and pay. They are worth emphasizing in an interview! If you have these transferable skills you are able to:					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Meet deadlines			Solve problems		
Speak in public			Plan		
Supervise others			Understand & control budgets		
Accept responsibility			Increase sales or efficiency		

OTHER TRANSFERABLE SKILLS					
KEY SKILLS					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Instruct others			Negotiate		
Manage money			Organize/manage projects		
Manage people			Speak in public		
Meet deadlines			Write well		
Meet the public					

OTHER TRANSFERABLE SKILLS					
USING MY HANDS/DEALING WITH THINGS – “REALISTIC”					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Assemble things			Observe/inspect		
Build things			Operate tools		
Construct/repair buildings			Repair things		
Drive, operate vehicles			Use complex equipment		
Am good with hands					
DEALING WITH DATA – “CONVENTIONAL”					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Analyze data			Count		
Audit records			Detail-oriented		
Set up budgets			Evaluate		
Calculate/compute			Investigate		
Check for accuracy			Keep financial records		
Classify things			Locate answers, information		
Compare			Manage money		
Compile			Observe/inspect		
Record facts			Synthesize		
Research			Take inventory		
WORKING WITH PEOPLE – “SOCIAL”					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Administer			Outgoing		
Care for			Patience		
Confront others			Persuade		
Counsel people			Pleasant		
Demonstrate			Sensitive		
Diplomatic			Sociable		
Help others			Supervise		
Have insight			Tactful		
Instruct			Teaching		
Interview people			Tolerant		
Kind			Tough		
Listen			Trusting		
Mentor			Understanding		
Negotiate					
USING WORDS, IDEAS – “INVESTIGATIVE”					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Articulate			Inventive		
Communicate verbally			Library research		
Correspond with others			Logical		
Create new ideas			Public speaking		
Design			Remembering information		
Edit			Write clearly		
Ingenious					

LEADERSHIP – “ENTERPRISING”					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Arrange social functions			Direct others		
Competitive			Explain things to others		
Decisive			Influence others		
Delegate			Initiate new tasks		
Make decisions			Results oriented		
Manage or direct others			Take risks		
Mediate problems			Run meetings		
Motivate people			Self-confident		
Negotiate agreements			Self-motivated		
Planning			Solve problems		
CREATIVE/ARTISTIC – “ARTISTIC”					
Skills	Strong Skills	Next Job		Strong Skills	Next Job
Artistic			Perform, act		
Draw			Present artistic ideas		
Paint			Dance, body movement		
Expressive			Write creatively		
OTHERS:					
Skills	Strong Skills	Next Job		Strong Skills	Next Job

Your Top Transferable Skills

Carefully review your list of transferable skills. Then select the top five skills you want to use in your next job and list them below.

Your Top Five Transferable Skills For Your Next Job
1.
2.
3.
4.
5.