

Transferable Skills Inventory

Look through this list of transferable skills and check which skills you feel you possess. Then, look at the skills you checked, make special note of the skills you enjoy doing, and think of how they might align with the skills required for your career(s) of interest.

Research and Information Analysis

- Locate and assimilate new information rapidly and apply to a given problem
- Understand and synthesize large amounts of complex information
- Design research information (such as surveys, inventories, etc.) and effectively analyze the results
- Develop organizing principles to effectively sort and evaluate data

Analysis and Problem Solving

- Clearly define a problem and identify possible causes
- Comprehend large amounts of information
- Form and defend independent conclusions
- Design an experiment, plan, or model that defines a problem, tests possible resolutions, and implements a solution

Written and Oral Communication Skills

- Prepare concise and logically written materials for a variety of audiences in a variety of different modes (from abstracts to summaries to full manuscripts)
- Edit and proofread written material
- Organize and communicate ideas and complex information effectively in oral presentations to specialized and general audiences in a variety of settings (from small to large)
- Persuade others in both written and oral format using logical argument
- Write effective grant and research proposals

Interpersonal and Leadership Skills

- Facilitate group discussions and/or conduct meetings
- Teach skills or concepts to others
- Work effectively in teams and collaborate on projects
- Navigate complex or bureaucratic environments effectively
- Diplomatically communicate and respond to positive or negative feedback
- Motivate others to complete projects
- Build consensus among groups or individuals (for instance, you've maybe done this as a graduate student within your department or in a committee)
- Effectively mentor subordinates and/or peers

Organization and Management

- Manage a project or multiple projects from beginning to end. Identify and establish goals or tasks to be completed in a reasonable timeline.
- Organize and prioritize tasks.
- Anticipate possible challenges
- Maintain flexibility in the face of changing circumstances.

Supervision Skills

- Evaluate others' performance (for instance, you've maybe done this as a graduate student if you have graded exams or papers)
- Monitor or oversee the work of others (such as in a lab or classroom) and provided feedback

Self-Management, Work Habits, & Entrepreneurial Skills

- Meet deadlines and manage competing priorities
- Perform under pressure
- Work independently
- Acquire funding (such as writing grant or fellowship proposals) and managing a budget

Reflect and Assess

Rank the top five skills that you do well and that you would enjoy doing daily from this list

- 1.
- 2.
- 3.
- 4.
- 5.

Ask yourself . . .

- Do any of these skills fall under a particular category?
- What careers or roles utilize these skills?
- If you identify a role or career that utilizes these skills, what areas do you need to improve or experiences do you need to gain in order to be a viable candidate for this role or career?

*This worksheet was adapted from UCLA's Career Preparation Toolkit (2016-2018):
<https://www.mcw.edu/-/media/MCW/Education/Graduate-School/Documents/UCLA-Career-Preparation-Toolkit.pdf>