



I. IDENTIFYING TRANSFERABLE SKILLS

Consider yourself and your skills. Mark all transferable skills that you have developed in grad school and beyond.

Transferable Skills for Graduate Students

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Adaptability <input type="checkbox"/> Analytic skills <input type="checkbox"/> Anticipate needs <input type="checkbox"/> Balance & resilience <input type="checkbox"/> Collaboration & Teamwork <input type="checkbox"/> Communication skills (Oral and Written) <input type="checkbox"/> Conflict resolution/negotiation <input type="checkbox"/> Creative <input type="checkbox"/> Critical thinker <input type="checkbox"/> Cultural / intercultural <input type="checkbox"/> Detail oriented <input type="checkbox"/> Effective listener <input type="checkbox"/> Ethics & integrity <input type="checkbox"/> Explain opinions clearly <input type="checkbox"/> Flexibility <input type="checkbox"/> Follow-through / Ability to get things done <input type="checkbox"/> Fundraising, Independent (self-starter) <input type="checkbox"/> Goal oriented <input type="checkbox"/> Innovative <input type="checkbox"/> Inter- / multi-disciplinary <input type="checkbox"/> Interpersonal skills <input type="checkbox"/> Leadership (program) <input type="checkbox"/> Leadership (personnel/management) | <ul style="list-style-type: none"> <input type="checkbox"/> Networking <input type="checkbox"/> Manage money / budgets <input type="checkbox"/> Open minded <input type="checkbox"/> Organization <input type="checkbox"/> Outreach <input type="checkbox"/> Prioritize well <input type="checkbox"/> Project management <input type="checkbox"/> Research <input type="checkbox"/> Resourceful <input type="checkbox"/> Responsible <input type="checkbox"/> Results oriented <input type="checkbox"/> Self-direction / Entrepreneurial skills <input type="checkbox"/> Solve problems <input type="checkbox"/> Speak well in public / Articulate <input type="checkbox"/> Supervision <input type="checkbox"/> Teaching / Instruction <input type="checkbox"/> Technical skills (information technology) <input type="checkbox"/> Timely / meets deadlines <input type="checkbox"/> Work ethic <input type="checkbox"/> Discipline-specific skills: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
|---|---|

II. PRIORITIZING TRANSFERABLE SKILLS

Examine the above list. Circle 5 skills that you could highlight when applying for a position.

III. IDENTIFYING EXPERIENCES TO DEMONSTRATE SKILLS

Examine your list from step II. Create a list to identify the skills, the role or experience when you used each skill, and what tasks you completed to develop the skill.

Skill	Role/Experience when you used the skill	Tasks completed to develop skill
Ex. Communication	TA position with Anthropology 101	Lead discussions, guest lecture, write reports etc



IV. DEMONSTRATING TRANSFERABLE SKILLS

Now, make a prioritized list of skills that will help you when applying for jobs. Identify ways you could demonstrate these skills to a potential employer. Create sample bullets or descriptions. Quantify your responses when possible.

<p>Skill: <u>Communication</u> Role: <u>TA position with Anthropology</u></p> <p>Ways Demonstrated:</p> <p><u>Facilitated course discussions twice weekly to recitation group of 35 first and second year students.</u></p> <p><u>Presented four guest lectures focused on cultural anthropology to class of 120 students.</u></p> <p><u>Completed written weekly reports for 16 weeks to assess student learning, progress, and learning needs.</u></p>
<p>Skill: _____ Role: _____</p> <p>Ways Demonstrated:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Skill: _____ Role: _____</p> <p>Ways Demonstrated:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Skill: _____ Role: _____</p> <p>Ways Demonstrated:</p> <p>_____</p> <p>_____</p> <p>_____</p>

V. ASSESSING WORK VALUES

Now, with better understanding of your skills and strengths, think about what you value in your work. Rank the following:

Rank	Value	Can I Compromise?		Rank	Value	Can I Compromise?	
_____	Achievement	Yes	No	_____	Congenial co-workers	Yes	No
_____	Contribution to society	Yes	No	_____	Routine responsibilities	Yes	No
_____	Creativity	Yes	No	_____	Status/prestige	Yes	No
_____	Helping others	Yes	No	_____	Teamwork	Yes	No
_____	Financial reward	Yes	No	_____	Variety	Yes	No
_____	Independence	Yes	No	_____	Other _____	Yes	No
_____	Intellectual challenge	Yes	No	_____	Other _____	Yes	No
_____	Job security	Yes	No	_____	Other _____	Yes	No
_____	Leisure time	Yes	No				