



## 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**.

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

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

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

<b>Teamwork (T)</b> Positive human relationships in group interactions	
<input type="checkbox"/>	Managing conflicts
<input type="checkbox"/>	Finding resolutions
<input type="checkbox"/>	Cooperating
<input type="checkbox"/>	Listening
<input type="checkbox"/>	Motivating
<input type="checkbox"/>	Providing support and care
<input type="checkbox"/>	Respecting others
<input type="checkbox"/>	Collaborating
<input type="checkbox"/>	Holding team accountable
<input type="checkbox"/>	Participating
<input type="checkbox"/>	Meeting team expectations
<input type="checkbox"/>	Perceiving feelings, situations

<b>Analytical (A)</b> Ability to visualize, and solve complex problems and concepts	
<input type="checkbox"/>	Identifying resources
<input type="checkbox"/>	Thinking critically
<input type="checkbox"/>	Calculating and comparing
<input type="checkbox"/>	Predicting and forecasting
<input type="checkbox"/>	Formulating hypothesis
<input type="checkbox"/>	Investigating
<input type="checkbox"/>	Synthesizing data
<input type="checkbox"/>	Creating ideas
<input type="checkbox"/>	Defining needs
<input type="checkbox"/>	Evaluating
<input type="checkbox"/>	Determining alternatives
<input type="checkbox"/>	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?