

Transferable Skills Analysis

The following list of transferable skills is a great start to identifying and prioritizing your skills gained as a graduate student and through other experiences. Using the list below, check the box next to the skills you feel confident using. Then evaluate the checked skills and underline those that you enjoy doing daily.

Research and Information Management

- Locate and assimilate new information rapidly, applicable to a given problem
- Understand and synthesize large quantities of complex information
- Design research instruments (e.g., surveys) and effectively analyze results
- Develop organizing principles to effectively sort and evaluate data

Analysis and Problem Solving

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

Communication Skills – Written and Oral

- Prepare concise and logically written materials, for different audiences in different contexts: from abstracts to article or book-length manuscripts
- Edit and proofread
- Organize and communicate ideas and complex information effectively in oral presentation to specialized and non-specialized audiences in small and large groups
- Persuade others in both written and oral format using logical argument
- Write effective grant and research proposals

Interpersonal & Leadership Skills

- Facilitate group discussions 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
- 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 accomplished in a reasonable timeline
- Organize and prioritize tasks
- Anticipate possible challenges
- Maintain flexibility in the face of changing circumstances

Supervision Skills

- Evaluate others' performance (e.g., grade exams or papers)
- Monitor or oversee the work of others in a classroom and provide feedback

Self-Management, Work Habits, and Entrepreneurial Skills

- Meet deadlines and manage competing priorities
- Perform under pressure
- Work independently

Rank in order the top five skills that you do well, and enjoy doing daily.

1.

2.

3.

4.

5.

Which particular skill categories do these skills fall under?