

Functional/Transferable Skills



Instructions: 1) Place a check mark (✓) to indicate if you have an interest in or ability for each skill from either your work or leisure experiences. 2) Mark a star (*) where you checked both ability and interest. 3) Prioritize your top five skills by putting another star (**) next to those skills.

DATA/INFORMATION SKILLS

ABILITY

INTEREST

ACHIEVE: Systematically accomplish tasks in a manner that causes objectives to be obtained or surpassed.

ANALYZE: Examine data by breaking it down into its basic elements.

BUDGET: Economize, save, stretch money or resources.

COMPARE: Examine two or more people or things to discover similarities and differences.

COMPUTER: Use computers to process material and/or solve quantitative problems.

COPY, STORE & RETREIVE: Transcribe, enter or post data; make an imitation in the mind or on various materials.

COUNT: Tally, calculate, compute quantities.

CREATE/SYNTHESIZE: Transform unrelated things or ideas by forming them into a new cohesive whole.

DESIGN: Form a scheme or plan in the mind and carry it out into written form, outline, object, product or invention.

EVALUATE: Make judgments about people, information or things.

OVER

ABILITY

INTEREST

EXPEDITE: Speed up the accomplishment of a task or project, to reach an organizational objective on or ahead of time.

IMPLEMENT: Provide follow-through of policies and plans.

IMPROVE/ADAPT: Take what others have developed and apply it to new situations, often in a new form.

KEEP RECORDS: Keep accurate and up-to-date records, log, record, itemize, collate and tabulate data

OBSERVE: Watch closely or be acutely aware of behavior, information or objects.

ORGANIZE: Give a definite structure and working order to things or information.

PLAN/DEVELOP: Formulate a series of steps to meet goals and objectives after reviewing pertinent data, often overseeing the execution of the plan.

PROOFREAD/EDIT: Check written documents for proper usage and stylistic flair; make improvements.

RESEARCH: Gather information in a systematic way for a particular field of knowledge.

TEST: Measure proficiency, quality or validity.

VISUALIZE: Conceive and enable others to see shapes, perceive patterns and structures.

WRITE: Compose reports, letters, articles, ads, stories or educational materials.

PEOPLE SKILLS

ABILITY

INTEREST

ACT AS A LIAISON: Represent, serve as a link between individuals or groups.

ABILITY

INTEREST

ADVISE/CONSULT: Give expert advice or recommendations, based on knowledge in a particular field.

COMMUNICATE: Speak and listen to others effectively to convey or receive information.

COUNSEL-HOLISTIC: Deal with personal problems in the context of the whole self; to identify and resolve them through self-directed action.

FOUND/LEAD: Initiate something new and energizing other to join in working toward an agreed upon objective, purpose or mission.

INITIATE CHANGE: Exert influence or change the status quo, bring about new decisions.

MANAGE/SUPERVISE: Being in charge of staff; assign specific duties; maintain good relationships and promote efficiency.

MOTIVATE: Recruit involvement, mobilize energy, stimulate peak performance.

NEGOTIATE/DECIDE: Arrive at a decision or solution jointly through discussion, compromise and exchange of information.

PERCEIVE INTUITIVELY: Sense, show insight and foresight.

PERFORM/AMUSE: Perform before a group in a manner that illuminates, entertains or both.

SENSE/FEEL: Understand feelings of others and respond sensitively.

SERVE: Meet implicit or explicit wishes or needs of others.

TAKE INSTRUCTIONS: Follow through on action prescribed by others.

TRAIN: Inform or educate by demonstrating, lecturing or guiding performance.

TREAT: Acting to improve a physical, mental, emotional or spiritual problem of others by using specific technique or substance.

THING SKILLS

ABILITY

INTEREST

ATHLETIC: Use one's body as an instrument of accomplishment.

COMPOSE MUSIC: Write or arrange music.

DRIVE/OPERATE VEHICLES: Operate transportation equipment.

ESTIMATE: Appraise value or worth

FEED/EMPTY MACHINE: Put materials into or take them out of machines.

HANDLE: Use one's hands or body to identify or move an object.

MAINTAIN MACHINES: Monitor, adjust, and service automatic machines usually as they are running.

MONITOR: Keep track of people, data, or things.

OPERATE EQUIPMENT/MACHINES: Perform operations or procedures on a particular kind of (office, shop or other) machine equipment.

PLANT/CULTIVATE: Grow food, flowers, trees: maintain growing things.

PORTRAY IMAGES: Sketch, draw, illustrate, paint, photograph

PRECISION WORK: Precise attainment of set limits, tolerances, or standards

PREPARE FOOD: Wash, cut, blend, bake, arrange food for nutrition, taste and aesthetics.

ABILITY

INTEREST

REPAIR: Restore to good operating condition

SET UP/DISPLAY EQUIPMENT: Create attractive and/or functional set up of objects.

TEND ANIMALS: Feed, shelter, breed or train animals.

TRANSPORT: Drive, lift, carry or haul.

USE TOOLS: Manipulate hand and power tools to accomplish that which the hands themselves cannot.

WORK WITH EARTH/NATURE: Committed to involvement with nature and the environment including animal life, land and natural resources.