Identifying Transferable Skills & Career Pathways

Identifying Your Skills

Take some time to think about the skills you've picked up along the way—both in and outside of work. As you go through the list of transferable skills, do three things for each one:

- Check the skill if you've used it—even occasionally.
- Note when or where you developed it (a job, volunteer role, class, life experience, etc.).
- Rate your comfort level—are you just getting started, fairly confident, or highly experienced?

There's no pressure to have it all figured out. This is about recognizing the value of what you already bring to the table and starting to connect those skills to your future goals.

Communication

Talking to clients/community members, giving instructions, resolving misunderstandings

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ◯ Just Getting Started
  - ◯ Fairly Confident
  - ◯ Highly Experienced

Organization

Managing events, calendars, materials, or paperwork

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ◯ Just Getting Started
  - ◯ Fairly Confident
  - ◯ Highly Experienced

Problem-Solving

Making quick decisions, finding workarounds, dealing with tough situations

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ○ Just Getting Started
  - ○ Fairly Confident
  - ○ Highly Experienced

Teamwork

Collaborating with coworkers, supporting others, helping groups succeed

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ○ Just Getting Started
  - ○ Fairly Confident
  - ○ Highly Experienced

Leadership

Leading programs, mentoring others, taking initiative

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ○ Just Getting Started
  - ○ Fairly Confident
  - ○ Highly Experienced

Technology Use

Using Microsoft Office, tablets, databases, or even social media for work

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
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  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ○ Just Getting Started
  - ○ Fairly Confident
  - ○ Highly Experienced

Adaptability

Working with different people or environments; adjusting plans on the fly

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ○ Just Getting Started
  - ○ Fairly Confident
  - ○ Highly Experienced

Customer Service

Listening to people's needs and responding politely and helpfully

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
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  - ○ Fairly Confident
  - ○ Highly Experienced

Bilingual/Multilingual Ability

Supporting participants in multiple languages

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
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  - ○ Fairly Confident
  - ○ Highly Experienced

Cultural Awareness

Understanding how to serve and engage diverse communities

- ❑ I have experience with this skill
- ❑ I developed this skill in a (check all that apply):
  - ☐ Job
  - ☐ Volunteer Role
  - ☐ Class
  - ☐ Life
  - ☐ Other
- ❑ I feel that I am (select one option):
  - ○ Just Getting Started
  - ○ Fairly Confident
  - ○ Highly Experienced