Transferable Skills

Select those skills that you enjoy, and those that you are good at, by filling in the "Enjoy" and "Good" columns.

Before using this form:

1. Download and save a copy to your computer or cloud storage.
2. Close the online version and open the copy you saved.
3. Enter your information and save the form.
4. Save again after making changes.

SENSE AWARENESS		
Skill	Enjoy	Good
Using sound discrimination (hearing slight differences in sound)		
Using color discrimination (seeing small differences in colours)		
Using shape discrimination (seeing small differences in shapes and sizes; observing how things are alike or different)		
Using depth perception (accurately judging distance; judging how far away or apart things are)		

NUMERICAL		
Skill	Enjoy	Good
Counting (determining how many items there are in a group)		
Calculating (using basic arithmetic: adding, subtracting, multiplying and dividing)		
Measuring (using tools or equipment to determine length, angle, volume or weight)		

NUMERICAL (continued)

Skill	Enjoy	Good
Estimating (judging the cost or size of things; predicting the outcome of an arithmetic problem before it is calculated)		
Budgeting (planning how I will spend money; deciding what to buy and how much to spend or how to get the work done at the lowest cost)		
Using numerical reasoning (understanding how to work with numbers or statistics; knowing how to read data and interpret statistics)		

COMMUNICATION

Skill	Enjoy	Good
Reading (getting information from written materials; following written instructions)		
Writing (using good grammar to write clear sentences and paragraphs; being able to express myself/explain things in writing)		
Talking (being able to talk to strangers in ordinary settings)		
Speaking (delivering a speech in front of an audience)		
Listening (paying close attention to whatever the other person is saying and responding appropriately)		
Questioning (asking the right questions to get useful information from others or to help them gain insight)		
Explaining (being careful and clear about what I am telling people about things, so they can understand me quickly and easily)		

COMMUNICATION (continued)

Skill	Enjoy	Good
Resolving conflicts (bringing a conflict to a successful conclusion)		
Persuading (convincing others to do what I want)		
Negotiating (bargaining with others to solve a problem or reach an agreement)		
Teaching (instructing others)		
Chairing meetings (presiding over a group of people who come together for a purpose; listening, speaking, encouraging discussion and following an agenda)		

INTERPERSONAL

Skill	Enjoy	Good
Getting along (demonstrating respect and caring about the feelings of others; being considerate)		
Using tact (displaying discretion and diplomacy, particularly in dealing with sensitive issues)		
Supporting (helping others with their problems, supporting others' decisions and initiatives)		
Accepting authority (being able to work under supervision)		
Respecting differences (appreciating diversity; accepting the uniqueness of individuals)		

INTERPERSONAL (continued)

Skill	Enjoy	Good
Working on a team (cooperating with others to accomplish a common goal)		
Stating opinions (having the confidence and assertiveness to state my views, give my ideas, etc.)		

LEADERSHIP

Skill	Enjoy	Good
Making decisions (choosing a course of action and accepting responsibility for the consequences)		
Directing/supervising (overseeing or managing the work of others and accepting responsibility for their performance)		
Initiating (taking the first step; getting things started)		
Confronting (telling others things they may not want to hear about their behaviour, habits, etc.)		
Interviewing (questioning people to gather information)		
Planning (developing projects or ideas through systematic preparation and deciding in which order and at what times events will occur)		
Organizing (coordinating the people and resources necessary to put a plan into effect)		
Coaching (providing one-on-one or small group assistance to help others achieve a goal)		
Feedback (providing individuals with accurate descriptions of their work, behaviour, appearance, etc.)		

PHYSICAL		
Skill	Enjoy	Good
Using my fingers (being exact when I use my fingers to hold things or move things)		
Using my hands (doing accurate and precise work with my hands)		
Motor coordination (being well coordinated when moving different parts of my body)		
Acting quickly (doing something fast when necessary)		
Stamina (continually doing physically tiring work without becoming exhausted)		
Strength (doing heavy work; lifting, pulling or carrying heavy things)		
Flexibility (having substantial range of motion with my muscles and joints)		

LOGICAL THINKING		
Skill	Enjoy	Good
Problem solving (identifying a problem, generating alternatives and seeking and selecting a solution)		
Investigating/researching (gathering information in an organized way to determine facts or principles)		
Analyzing (breaking a problem into its parts so that each part can be examined)		

LOGICAL THINKING (continued)

Skill	Enjoy	Good
Synthesizing (putting facts and ideas together in new and creative ways; finding new ways to look at problems or do things)		
Assessing (accurately estimating or evaluating the nature of a situation or an issue)		

HELPING

Skill	Enjoy	Good
Serving (caring, doing things for others and providing a service when others are in need)		
Treating/intervening (relieving a person's physical or psychological problems)		
Cooperating (working with others to reach a common goal; working as part of a team to complete a task)		
Facilitating (making it easier for others to accomplish a task; for example, coordinating group discussion to help reach a decision)		
Advising/counselling (helping others cope with their personal, emotional, educational and work concerns by providing information and helping them deal with their concerns)		

TECHNICAL

Skill	Enjoy	Good
Using computers (understanding and performing basic computer operations)		
Operating equipment (using a variety of tools, machines and communication devices; for example, photocopiers, fax machines, modems)		

TECHNICAL (continued)

Skill	Enjoy	Good
Maintaining equipment (conducting routine maintenance and adjusting equipment to ensure it's working properly)		
Constructing (using a variety of tools and resources in building and/or maintenance)		
Measuring (using devices to ensure that the exact size or capacity is achieved according to defined standards)		
Troubleshooting (assessing and identifying malfunctions and making necessary repairs)		

CREATIVE

Skill	Enjoy	Good
Creating/inventing (coming up with new ideas or ways of doing things)		
Designing/displaying (dealing creatively with spaces, products, objects, colours or images)		
Improvising/experimenting/adapting (making changes or modifications to get the job done; finding new and creative ways to accomplish tasks)		
Performing/entertaining (using my talents to hold the attention of an audience, either in a live performance or on camera)		
Drawing/painting/sculpting (conveying feelings or thoughts through works of art in a variety of media)		
Writing/playwriting/composing (creating original material to entertain, educate or amuse)		

ORGANIZATIONAL	8		
Skill		Enjoy	Good
Managing information (maintaining records of inventory, budgets or other data)			
Filing (sorting information into an organized system			
Following (taking direction and completing assigned tasks)			
Scheduling (keeping track of projects, timetables, itineraries, etc.)			
Coordinating (mobilizing people and/or materials in an orderly manner)			

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