

Transferable Skills Checklist

✓	SKILL	EXAMPLES
	Communication	Able to read and understand information Write and speak clearly so others understand
	Problem Solving	Consider situations and identify problems Explore and determine creative solutions
	Computer Use	Knowledge of and experience using computers Proficient in software programs such as Microsoft Office
	Adaptable	Open to change Able to work independently or in a team environment
	Creative	Use imagination and generate new ideas Find new ways to improve existing processes
	Time Management	Plan your time so all tasks are completed Have projects and work completed by deadlines
	Organized	Belongings are neat and tidy and you know where they are Know exactly where you need to be and what time to be there
	Interpersonal	Relate to and get along well with others Recognize when someone is having a good/bad day
	Accountable	Admit and own mistakes Take responsibility for actions
	Numeracy	Able to make calculations and answer numerical questions Able to process payments and make change accurately
	Follow Directions	Able to act on written or verbal instructions Ask questions and seek clarification if instructions are unclear
	Inventory	Know what supplies and equipment are on hand Order and maintain supplies
	Record Data	Accurately input or record numbers and information Take thorough notes or minutes from a meeting
	Efficient	Ensure tasks are done in the quickest and easiest way. Don't procrastinate and wait until the last minute to complete task
	Initiative	If you see something that should be done, you act on it. You complete tasks without being asked by someone to do it.
	Dependable	If you say you will do something, you do it. You always attend work or scheduled appointments, and on time
	Working with Others	When working with others you contribute ideas and opinions You respect the ideas of others and are able to compromise

