Transferable Skills Analysis

The following list of transferable skills is a great start to identifying and prioritizing your skills gained as a graduate student, postdoc, 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 & 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 & Problem Solving

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

Communication Skills – Written & Oral

- ☐ Prepare concise and logically written materials, for different audiences in different contexts: from abstracts to book-length manuscripts
- ☐ Edit and proofread
- ☐ Organize and communicate ideas and complex information effectively in oral presentations 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 bureaurocratic environments effectively
- ☐ Diplomatically communicate and respond to positive or negative feedback
- ☐ Motivate others to complete projects
- ☐ Build consensus among groups or individuals (e.g., with your department/committee)
- ☐ Effectively mentor subordinates and/or peers

Organization & 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 lab or classroom, and provide feedback

Self Management, Work Habits & Entrepreneurial Skills

- ☐ Meet deadlines and manage competing priorities
- ☐ Perform under pressure
- ☐ Work independently
- ☐ Acquire funding (e.g., write grant/fellowship proposals) and manage a budget

Helpful Tip

Use Your Transferable Skills to Explore Career Options

go to www.indeed.com and enter in one of the transferrable skill categories you have identified as a search term with either your discipline, or an interest area.

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

1.

2.

3.

4.

5.

Do any of these fall under a particular skill category?