



Identifying Marketable/Transferable Skills

What Skills and Qualities are Important to Employers?

According to the 2019 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

1. Communication skills (written)
2. Problem-solving skills
3. Ability to work in a team
4. Initiative
5. Analytical/quantitative skills
6. Strong work ethic
7. Communication skills (verbal)
8. Leadership
9. Detail-oriented/Technical skills (tied)
10. Flexibility/adaptability

Additionally, employers want new hires to be competent in **Global/Multi-cultural fluency**.

Which of the top ten skills do you excel in? Where have you developed these skills? How might you articulate these skills to employers? How can you develop them further?

Communication

Exchange, transmission and expression of knowledge and ideas

speaking effectively
writing concisely
listening attentively
expressing ideas
facilitating discussion
providing appropriate feedback
negotiating
perceiving nonverbal messages
persuading
describing feelings
interviewing
editing
summarizing promoting
working in a team making presentations
thinking on one's feet dealing with public

Initiative/Leadership/Problem-solving

Doing what needs to be done without being told

Generate ideas
Exceed expectations
Resolving problems/situations
Adapting to changes
Promoting change
Managing and supervising
Delegating responsibility
Handling tasks
Materializing ideas
Identifying improvement areas
Determining policy
Setting priorities



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Strong Work Ethic

Practices that promote efficient and effective work environments

- Organizing
- Meeting goals
- Cooperating
- Being punctual
- Setting and meeting deadlines
- Accepting responsibility
- Attending to detail
- Enlisting help
- Making decisions
- Managing time
- Implementing decisions
- Enforcing policies

Analytical

Ability to visualize, and solve complex problems and concepts

- Identify resources
- Thinking critically
- Calculating and comparing
- Predicting and forecasting
- Formulating hypotheses
- Investigating
- Synthesizing data
- Creating ideas
- Defining needs
- Evaluating
- Determining alternatives
- Making recommendations

Teamwork

Positive human relationships in group interactions

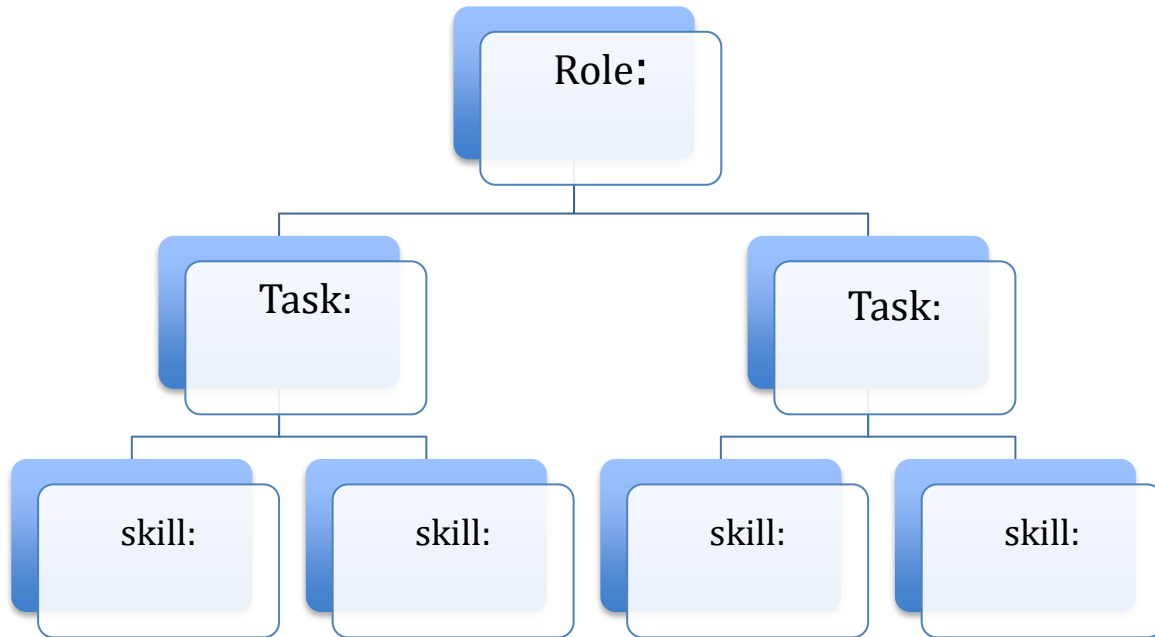
- Managing conflicts
- Finding resolutions
- Cooperating
- Listening
- Motivating
- Providing support and care
- Respecting others
- Collaborating
- Holding team accountable
- Participating
- Meeting team expectations
- Perceiving feelings, situations



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Demonstrate how some of your skills were used in a job, class or extracurricular activity.



Transferable Skill	Work Experience	Academic Project	Activities
Example: Making presentations	Presented research findings to management team	Created presentation on research findings with team	Presented to student organization of 20 members on stress management