

# Functional/Transferable Skills

Instructions: 1) Place a check mark (✓) to indicate if you have an interest in or ability for each skill from either your work or leisure experiences. 2) Mark a star (\*) where you checked both ability and interest. 3) Prioritize your top five skills by putting another star (\*\*\*) next to those skills.

## DATA/INFORMATION SKILLS

**ABILITY**

**INTEREST**

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**ACHIEVE:** Systematically accomplish tasks in a manner that causes objectives to be obtained or surpassed.

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**ANALYZE:** Examine data by breaking it down into its basic elements.

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**BUDGET:** Economize, save, stretch money or resources.

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**COMPARE:** Examine two or more people or things to discover similarities and differences.

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**COMPUTER:** Use computers to process material and/or solve quantitative problems.

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**COPY, STORE & RETREIVE:** Transcribe, enter or post data; make an imitation in the mind or on various materials.

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**COUNT:** Tally, calculate, compute quantities.

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**CREATE/SYNTHESIZE:** Transform unrelated things or ideas by forming them into a new cohesive whole.

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**DESIGN:** Form a scheme or plan in the mind and carry it out into written form, outline, object, product or invention.

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**EVALUATE:** Make judgments about people, information or things.

**OVER**

**ABILITY**

**INTEREST**

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**EXPEDITE:** Speed up the accomplishment of a task or project, to reach an organizational objective on or ahead of time.

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**IMPLEMENT:** Provide follow-through of policies and plans.

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**IMPROVE/ADAPT:** Take what others have developed and apply it to new situations, often in a new form.

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**KEEP RECORDS:** Keep accurate and up-to-date records, log, record, itemize, collate and tabulate data

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**OBSERVE:** Watch closely or be acutely aware of behavior, information or objects.

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**ORGANIZE:** Give a definite structure and working order to things or information.

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**PLAN/DEVELOP:** Formulate a series of steps to meet goals and objectives after reviewing pertinent data, often overseeing the execution of the plan.

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**PROOFREAD/EDIT:** Check written documents for proper usage and stylistic flair; make improvements.

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**RESEARCH:** Gather information in a systematic way for a particular field of knowledge.

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**TEST:** Measure proficiency, quality or validity.

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**VISUALIZE:** Conceive and enable others to see shapes, perceive patterns and structures.

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**WRITE:** Compose reports, letters, articles, ads, stories or educational materials.

**PEOPLE SKILLS**

**ABILITY**

**INTEREST**

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**ACT AS A LIAISON:** Represent, serve as a link between individuals or groups.

**ABILITY**

**INTEREST**

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**ADVISE/CONSULT:** Give expert advice or recommendations, based on knowledge in a particular field.

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**COMMUNICATE:** Speak and listen to others effectively to convey or receive information.

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**COUNSEL-HOLISTIC:** Deal with personal problems in the context of the whole self; to identify and resolve them through self-directed action.

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**FOUND/LEAD:** Initiate something new and energizing other to join in working toward an agreed upon objective, purpose or mission.

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**INITIATE CHANGE:** Exert influence or change the status quo, bring about new decisions.

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**MANAGE/SUPERVISE:** Being in charge of staff; assign specific duties; maintain good relationships and promote efficiency.

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**MOTIVATE:** Recruit involvement, mobilize energy, stimulate peak performance.

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**NEGOTIATE/DECIDE:** Arrive at a decision or solution jointly through discussion, compromise and exchange of information.

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**PERCEIVE INTUITIVELY:** Sense, show insight and foresight.

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**PERFORM/AMUSE:** Perform before a group in a manner that illuminates, entertains or both.

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**SENSE/FEEL:** Understand feelings of others and respond sensitively.

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**SERVE:** Meet implicit or explicit wishes or needs of others.

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**TAKE INSTRUCTIONS:** Follow through on action prescribed by others.

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**TRAIN:** Inform or educate by demonstrating, lecturing or guiding performance.

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**TREAT:** Acting to improve a physical, mental, emotional or spiritual problem of others by using specific technique or substance.

**THING SKILLS**

**ABILITY                      INTEREST**

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**ATHLETIC:** Use one's body as an instrument of accomplishment.

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**COMPOSE MUSIC:** Write or arrange music.

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**DRIVE/OPERATE VEHICLES:** Operate transportation equipment.

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**ESTIMATE:** Appraise value or worth

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**FEED/EMPTY MACHINE:** Put materials into or take them out of machines.

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**HANDLE:** Use one's hands or body to identify or move an object.

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**MAINTAIN MACHINES:** Monitor, adjust, and service automatic machines usually as they are running.

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**MONITOR:** Keep track of people, data, or things.

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**OPERATE EQUIPMENT/MACHINES:** Perform operations or procedures on a particular kind of (office, shop or other) machine equipment.

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**PLANT/CULTIVATE:** Grow food, flowers, trees: maintain growing things.

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**PORTRAY IMAGES:** Sketch, draw, illustrate, paint, photograph

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**PRECISION WORK:** Precise attainment of set limits, tolerances, or standards

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**PREPARE FOOD:** Wash, cut, blend, bake, arrange food for nutrition, taste and aesthetics.

**ABILITY**

**INTEREST**

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**REPAIR:** Restore to good operating condition

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**SET UP/DISPLAY EQUIPMENT:** Create attractive and/or functional set up of objects.

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**TEND ANIMALS:** Feed, shelter, breed or train animals.

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**TRANSPORT:** Drive, lift, carry or haul.

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**USE TOOLS:** Manipulate hand and power tools to accomplish that which the hands themselves cannot.

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**WORK WITH EARTH/NATURE:** Committed to involvement with nature and the environment including animal life, land and natural resources.