



## Transferable Skills Inventory

Based on a survey of companies, the National Association of Colleges and Employers (NACE) determined the top eight competencies essential for new college graduates. Use this inventory to determine the skills you already possess and those needed for your future career. Please note this inventory does not include every skill however it should serve as a starting point for TCC students.

Using the inventory below, place a check (✓) beside the skills that you already possess and circle (O) the skills you want to develop.

### Critical Thinking/Problem Solving

- Analyze information
- Create ideas
- Find alternative options/solutions
- Identify problems
- Observe details
- Plan strategies
- Predict outcomes
- Anticipate problems
- Conceptualize cases/situations
- Detect themes/patterns
- Discover resources
- Formulate questions
- Gather information
- Set goals

### Oral/Written Communication

- Express ideas
- Listen attentively
- Perceive nonverbal cues
- Persuade others
- Provide feedback
- Write clearly
- Public speaking
- Convey positivity
- Describe feelings
- Edit documents
- Facilitate discussion
- Interview clients
- Report information
- Receive feedback

### Teamwork/Collaboration

- Give advice
- Display patience/sensitivity
- Convey feelings
- Develop rapport
- Interact sociably
- Listen effectively
- Persuade others
- Provide support
- Appreciate diversity
- Counsel/empower others
- Demonstrate emotional intelligence
- Help/cooperate
- Motivate
- Perceive feelings/group dynamics
- Share credit/recognize efforts
- Teach/instruct others

### Digital Technology

- Connect networks/network administration
- Conduct online research
- Develop software
- Evaluate products
- Install hardware/software
- Troubleshoot problems
- Understand customers' concerns
- Use statistical tools
- Design/manage websites
- Explain technical processes
- Facilitate video conferences/discussions
- Learn new technologies
- Operate audio/visual technology
- Program/code
- Repair technology
- Write technical/instructional manuals

## Leadership

- Delegate responsibility
- Manage groups
- Motivate people
- Promote change/take risks
- Reduce conflict
- Own/acknowledge responsibility
- Teach colleagues/followers
- Analyze tasks
- Conduct meetings
- Develop goals
- Give praise and feedback
- Identify talents
- Negotiate agreements
- Prioritize tasks

## Professionalism/Work Ethic

- Arrive on-time/punctuality
- Recognize accountability to self/others
- Appreciate teamwork
- Follow dress code(s)
- Improve/maintain organization's reputation
- Represent agencies properly
- Meet deadlines/due dates
- Adhere to company policy
- Consider others' thoughts/feelings
- Evaluate personal performance
- Exercise patience/defer gratification
- Make ethical decisions
- Model integrity
- Welcome/assist new colleagues

## Career Management

- Advocate for oneself
- Articulate skills & strengths
- Continue professional development
- Explore occupational information
- Prioritize personal growth
- Research labor/market trends
- Update résumé/cover letter
- Assess readiness for promotion
- Cope with setbacks/rejection
- Initiate informational interviews
- Make informed decisions
- Network/build connections
- Practice interview skills
- Prepare for career transition(s)

## Global/Intercultural Fluency

- Ask clarifying questions
- Confront prejudice/discrimination
- Convey authenticity
- Examine assumptions
- Correct misunderstandings
- Respect individuality
- Study other cultures
- Acknowledge context/history
- Display inclusivity & safety
- Engage in self-reflection
- Navigate cultural norms tactfully
- Recognize power/influence disparities
- Speak another language(s)
- Self-disclose considerately