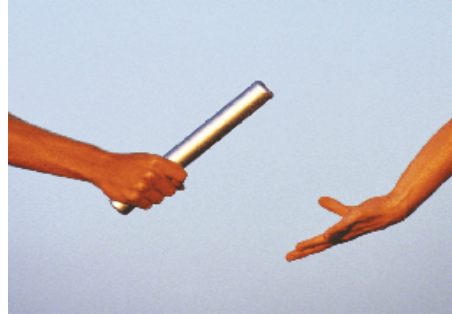


Transferable Skills Summary and Self Assessment

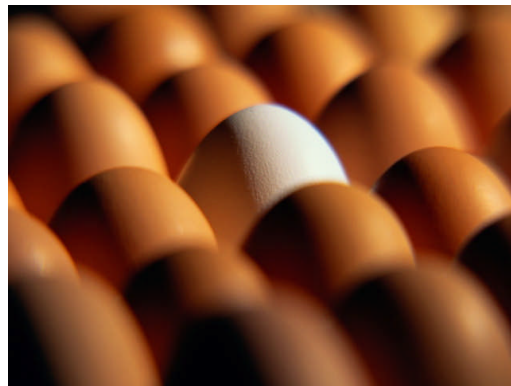
Transferable or career skills are skills that are learned in one situation in college for example that can be transferred or applied in the workplace; a few examples are communication skills, teamwork skills and presentation skills but there are many more.



You might be surprised to know that you already have many of the skills which are essential for employment in the modern workplace. These are not formally related to the course content you learn in college, or at work, but the '**transferable skills**' which we all need to use when we work with other people, on projects or even by ourselves.

Why are they important?

Employers look for transferable skills when they are hiring graduates using competency based interviews and application forms as they feel the best indicator of future performance is evidence of having completed a similar task successfully in the past. With this in mind it is important that you to take the time to develop a variety of transferable skills through your coursework, mentoring, volunteering and social activities.



Providing demonstrated evidence of transferable skills at an interview or in an application form will help to make you stand out from the crowd when companies are recruiting graduates.

Where to Start?

Use the exercise on this worksheet to discover the most sought after skills needed to improve your employability. By rating yourself on these skills, you can see where your strengths and weaknesses may lie. Then, you can look for opportunities to practice your underdeveloped skills so that in an interview you will be able to give prospective employers examples of the skills they are looking for.

Transferable Skills Self Assessment

While doing this exercise, consider all of your experience to date. Take note of the activities and responsibilities that are a normal part of your course, work life; your hobbies, involvement in sports or the NUI Galway ALIVE Programme. These activities offer the opportunity to develop many of the skills detailed below, even if only in a small way. After completing this self-assessment exercise, complete the summary and action plan on the last page of this worksheet.

| Self Assessment Guide |
|---|
| Well developed - I have examples where I have done this in the past. I am confident that I can use this skill effectively when required. |
| Some experience - I have used this skill but would benefit from opportunities to develop this further. |
| Under-developed - I have not developed this skill or availed of opportunities where it may have been possible to do so. |

| People Skills | | | |
|--|-----------------------|------------------------|------------------------|
| Skills | Well Developed | Some Experience | Under-developed |
| Team Work Skills - <i>Openly expresses views and opinions within a group. Shows willingness to take on tasks and responsibilities to help the team reach its objectives.</i> | | | |
| Communication Skills - <i>Can speak clearly and listen attentively. Possesses the ability to convey information so that it is received and understood, maintaining appropriate body language and clarifying where necessary.</i> | | | |
| Presentation Skills - <i>Can present information clearly and confidently to individuals and groups maintaining good eye contact, keeping attention while getting the desired message across.</i> | | | |
| Leadership Skills - <i>Can communicate a vision or goal to others and lead them towards achieving it. Pushes for action and results and wins the support of colleagues and team members.</i> | | | |
| Interpersonal Skills - <i>Relates well to people and has the ability to control feelings that emerge in difficult situations and respond appropriately.</i> | | | |
| Influencing Skills - <i>Shows ability to persuade people at all levels of an organisation, easily wins co-operation and support for ideas or projects.</i> | | | |

| Task Skills | | | |
|--|-----------------------|------------------------|------------------------|
| Skills | Well Developed | Some Experience | Under-developed |
| Organisation Skills – <i>Effective use of resources to ensure that goals or projects are completed on time.</i> | | | |
| Time Management – <i>The ability to prioritise and use time efficiently to ensure that all relevant work is scheduled and completed in accordance with agreed timelines.</i> | | | |
| Business Acumen – <i>Understands the main business activities and strategic direction of their organisation and keeps up to date with new developments in the field.</i> | | | |
| Computer/Technical – <i>Proficient in the use of basic computer packages and up to date with packages that are essential for your chosen career.</i> | | | |
| Problem Solving – <i>Identifying and evaluating issues or road blocks in a particular task and taking the necessary action to resolve them effectively.</i> | | | |

| Personal Skills | | | |
|---|-----------------------|------------------------|------------------------|
| Skills | Well Developed | Some Experience | Under-developed |
| Initiative – Not afraid to implement something new to improve a situation, seeks opportunities to influence events or make decisions. | | | |
| Learning – <i>Open to new opportunities to learn new things and committed to personal development, seeks feedback to improve performance.</i> | | | |
| Motivation – <i>Driven to exceed at allocated tasks, shows confidence in their ability and expects to hit agreed targets.</i> | | | |
| Integrity – <i>Maintains confidential business information and behaves in a professional manner when dealing with colleagues and customers.</i> | | | |
| Adaptability – <i>Embraces new challenges and new ways of doing things. Not phased by changing plans and able react effectively to new ideas and targets.</i> | | | |

Skills Summary and Action Plan

Based on your responses to the self assessment you should now take note of the skills that are your strengths and that you would mention on your CV and be happy to talk about in an interview. Employers will probe you at an interview. In order to prepare for this make a note of what you believe are your top three skills with examples of where you developed them in the box below.

Top three skills (including examples of where I have developed them)

1. _____

2. _____

3. _____

Now you should reflect on the skills that you feel you need to develop that may be essential for the career area you are interested in. In the space provided below you should identify three skills that you feel you should try to develop this year, thinking about activities or projects that would help you to do so.

Skills I need to develop (Include examples of activities that will help you develop them)

1. _____

2. _____

3. _____

