

Skills Inventory

Below are descriptions of twenty-four transferable skills covering all the main skill areas. Read each statement and indicate how true it is for you by putting a check mark in the appropriate box.

Academic Skills

- ☐ I can understand written information in many different forms, such as text, tables, lists, figures, and diagrams.
- ☐ I can use different reading strategies, such as skimming for highlights, reading for detail, and reading for meaning.
- ☐ When I write and speak, I can express facts and ideas clearly and in an organized way.
- ☐ I can use correct spelling, punctuation, grammar, and sentence and paragraph structure.
- ☐ When I write and speak, I can tailor my words to my purpose and my audience.
- ☐ I can pay full attention to what another person is saying, and can interpret nonverbal cues such as body language.
- ☐ I can solve math problems through different methods such as arithmetic, algebra, and geometry.

Thinking Skills

- ☐ I can gather information on a particular question or issue through observation, discussion, or research.
- ☐ I can organize, analyze, and evaluate the information I find.
- ☐ I can anticipate and identify problems and their causes.
- ☐ I can develop and evaluate solutions using reason, logic, and creativity.
- ☐ I can make decisions by considering relevant information, risks and benefits, and short- and long-term consequences.
- ☐ I can organize my work to perform at my best and reach my goals.
- ☐ I can establish plans and priorities and adjust them as necessary.
- ☐ I am open to new information, ideas, or strategies that might help me achieve my goals.

Social Skills

- ☐ I can interact with others in a friendly, courteous, and tactful way.
- ☐ I can demonstrate respect for individual and cultural differences and for other people's attitudes and feelings.
- ☐ I can inspire others to achieve their goals and develop as individuals.
- ☐ I can serve as a mentor, coach, and role model.
- ☐ I can change my behavior to adjust to other people, to changing situations, or to new work demands.
- ☐ I can cooperate and work with others by sharing knowledge, skills, resources, responsibility, and recognition.
- ☐ I can help individuals or groups resolve their differences and come to agreements.
- ☐ I can solve conflicts in a positive and creative way.