

Adaptive and Transferable Skills Checklist

The following list contains transferrable skills (skills that can be transferred from one occupation to another) and adaptive skills (traits/characteristics).

1. For the transferrable skills, place a checkmark next to those that you do well. For the skills you do well, place a second checkmark next to those that you enjoy using.
2. For the adaptive skills, check whether you always or only sometimes display that skill.

Transferrable Skills	Do Well	Enjoy
Using my hands (Working with Things)		
Assembling parts or pieces		
Constructing or building		
Operating tools, machinery, or equipment		
Showing manual or finger dexterity		
Handling things with precision and/or speed		
Fixing or repairing		
Muscular coordination or athletic ability		
Physical stamina		
Using words (Working with Ideas)		
Reading with comprehension		
Writing letters, reports, or other documentation		
Editing or revising		
Memorizing names or other information		
Speaking to capture attention		
Teaching or training		
Translating or interpreting		
Using my senses (Working with Things)		
Observing or surveying		
Examining or inspecting		
Diagnosing or determining		
Paying attention to detail		
Using numbers (Working with Data)		
Taking inventory		
Counting or tracking things		
Calculating or manipulating numbers		
Processing data in a computer		
Keeping financial records or bookkeeping		
Managing money		
Developing a budget		
Memorizing numbers		
Using Intuition (Working with Ideas)		
Showing foresight, planning ahead, predicting consequences		
Quickly sizing up a person or situation accurately		
Having insight		
Acting on gut reactions		
Ability to visualize third-dimension		

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Transferrable Skills (continued)	Do Well	Enjoy
Using Analytical Thinking or Logic (Working with Ideas)		
Researching and gathering information		
Analyzing components or pieces		
Organizing or classifying		
Problem-solving		
Separating important from unimportant		
Diagnosing or trouble shooting		
Systematizing, putting things in order		
Comparing or perceiving similarities/differences		
Testing or screening		
Reviewing, evaluating, improving		
Using Originality or Creativity (Working with Ideas)		
Imagining or figuring out new ways to do things		
Inventing, designing, or creating new processes/products		
Developing new concepts		
Improvising or trying new things		
Adapting and improving		
Using Helpfulness (Working with People)		
Helping someone in need		
Showing sensitivity to others' feelings		
Listening with empathy		
Developing rapport		
Conveying warmth, caring, or understanding		
Motivating, encouraging, or supporting		
Advocating or representing others' wishes accurately		
Raising others' self-esteem		
Healing or curing		
Counseling		
Guiding, advising, or mentoring		
Using Artistic Abilities (Working with Ideas)		
Shaping things or materials		
Creatively using symbols or images		
Creatively using spaces, shapes, or faces		
Creatively using colors		
Conveying feelings/thoughts through body, face, or voice		
Using Leadership (Working with People)		
Beginning new tasks, ideas, or projects		
Initiating contact with new relationships		
Leading or directing others		
Initiating change		
Making decisions		
Taking risks		
Speaking or presenting in front of a group		
Selling or promoting		
Persuading or negotiating		

