

THE CAREER DEVELOPMENT CENTER AT SAMFORD UNIVERSITY

GUIDE TO CAREER RELATED TRANSFERABLE SKILLS

This is a checklist to assess your job-related talents and abilities.

For each activity, answer two questions.....

Do you **Like** this activity?

Are you especially **Good** at this activity?

WORKING WITH PEOPLE	LIKE	GOOD
Training/Teaching	_____	_____
Advising/Counseling	_____	_____
Persuading/Negotiating/Selling	_____	_____
Assisting/Providing Physical Care	_____	_____
Coordinating Work with Others	_____	_____
Supervising/Directing/Delegating	_____	_____
WORKING WITH HANDS OR EQUIPMENT	LIKE	GOOD
Operating Machines or Equipment	_____	_____
Using Tools/Measuring	_____	_____
Maintaining/Inspecting/Repairing	_____	_____
Installing/Constructing	_____	_____
Drafting/Drawing	_____	_____
COMMUNICATING	LIKE	GOOD
Following Written & Oral Instructions	_____	_____
Explaining/Answering Questions	_____	_____
Making Presentations	_____	_____
Writing/Preparing Reports	_____	_____
Public Speaking/Broadcasting/Entertaining	_____	_____
ORGANIZING INFORMATION	LIKE	GOOD
Keeping Records/Cataloguing	_____	_____
Gathering Information/Conducting Research	_____	_____
Analyzing/Interpreting/Evaluating	_____	_____
Planning/Making Decisions	_____	_____
Developing Ideas	_____	_____
WORKING WITH MATH & NUMBERS	LIKE	GOOD
Mathematical Reasoning	_____	_____
Calculating/Computing/Applying Formulas	_____	_____
Developing Budgets	_____	_____
Analyzing Numerical Data	_____	_____
SPECIAL ACTIVITIES	LIKE	GOOD
Attention to Detail	_____	_____
Quick Thinking	_____	_____
Memorizing	_____	_____
Working with Computers	_____	_____
Fine Arts/Performing Arts	_____	_____