



Soft Skills Checklist

Soft Skills are commonly referred as Transferable Skills because these are skills and abilities that are relevant and helpful across different areas of life: work, school, and community. They are “portable skills.” It is important that you can identify and give examples of the transferable skills that you have developed—this will go a long way to persuading prospective employers that you have the soft skills needed to be successful in the position.

Work Essentials

- | | |
|---|--|
| <input type="checkbox"/> Implementing decisions | <input type="checkbox"/> Enlisting help |
| <input type="checkbox"/> Enforcing policies | <input type="checkbox"/> Accepting responsibility |
| <input type="checkbox"/> Being punctual | <input type="checkbox"/> Setting and meeting deadlines |
| <input type="checkbox"/> Managing time and stress | <input type="checkbox"/> Organizing |
| <input type="checkbox"/> Attending to detail | <input type="checkbox"/> Making decisions |
| <input type="checkbox"/> Working effectively under pressure | <input type="checkbox"/> Seeking opportunities for professional development |
| <input type="checkbox"/> Taking initiative in job-related duties | <input type="checkbox"/> Evaluating personal / professional strengths and weaknesses |
| <input type="checkbox"/> Discerning appropriate behaviors for the workplace | |
| <input type="checkbox"/> Meeting goals | |

Human Relations / Interpersonal

- | | |
|--|--|
| <input type="checkbox"/> Developing rapport | <input type="checkbox"/> Interacting with peers, superiors, and subordinates |
| <input type="checkbox"/> Being sensitive | <input type="checkbox"/> Persuading others |
| <input type="checkbox"/> Effective communication | <input type="checkbox"/> Willing to take risks |
| <input type="checkbox"/> Conveying feelings | <input type="checkbox"/> Teaching and instructing others |
| <input type="checkbox"/> Providing support for others | <input type="checkbox"/> Demonstrating appropriate behavior |
| <input type="checkbox"/> Being likeable and helpful to others | <input type="checkbox"/> Perceiving feelings and situations |
| <input type="checkbox"/> Sharing credit | <input type="checkbox"/> Delegating with respect |
| <input type="checkbox"/> Delivering exceptional customer experiences | <input type="checkbox"/> Working with diversity or multi-cultural issues |
| <input type="checkbox"/> Cooperating | <input type="checkbox"/> Keeping a group “on track” |
| <input type="checkbox"/> Being patient | |

Communication

- | | |
|---|--|
| <input type="checkbox"/> Speaking effectively | <input type="checkbox"/> Providing appropriate feedback |
| <input type="checkbox"/> Writing clearly and concisely | <input type="checkbox"/> Negotiating |
| <input type="checkbox"/> Listening attentively | <input type="checkbox"/> Perceiving nonverbal messages / persuading |
| <input type="checkbox"/> Facilitating group discussion/interviewing | <input type="checkbox"/> Reporting information / describing feelings |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Responding appropriately to +/- feedback | <input type="checkbox"/> Using various styles of written communication |
| <input type="checkbox"/> Using various media to present ideas imaginatively | |

Research / Planning / Investigation

- | | |
|---|---|
| <input type="checkbox"/> Forecasting / predicting | <input type="checkbox"/> Developing evaluation strategies |
| <input type="checkbox"/> Creating ideas | <input type="checkbox"/> Testing validity of data |
| <input type="checkbox"/> Identifying alternatives | <input type="checkbox"/> Designing an experiment or model |
| <input type="checkbox"/> Identifying resources | <input type="checkbox"/> Formulating questions |
| <input type="checkbox"/> Gathering information | <input type="checkbox"/> Making conclusions |
| <input type="checkbox"/> Setting goals | <input type="checkbox"/> Conceptualizing |
| <input type="checkbox"/> Meeting goals | <input type="checkbox"/> Observing and discovering |
| <input type="checkbox"/> Extracting important information | <input type="checkbox"/> Defining needs |
| <input type="checkbox"/> Analyzing | |

Critical Thinking / Problem Solving

- | | |
|---|--|
| <input type="checkbox"/> Anticipating problems before they occur | <input type="checkbox"/> Involving group members to evaluate solutions |
| <input type="checkbox"/> Defining problems and identifying possible causes | <input type="checkbox"/> Developing plans to implement solutions |
| <input type="checkbox"/> Identifying possible solutions and selecting the most appropriate ones | <input type="checkbox"/> Multi-tasking |
| <input type="checkbox"/> Creating innovative solutions to complex problems | <input type="checkbox"/> Identifying a general principle that explains |
| | <input type="checkbox"/> Inter-related experience |

Organization / Management / Leadership / Decision Making

- | | |
|---|--|
| <input type="checkbox"/> Initiating new ideas and tasks | <input type="checkbox"/> Implementing sound decisions |
| <input type="checkbox"/> Handling details | <input type="checkbox"/> Managing groups |
| <input type="checkbox"/> Coordinating tasks | <input type="checkbox"/> Delegating responsibility |
| <input type="checkbox"/> Coaching / mentoring | <input type="checkbox"/> Teaching / instructing |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Promoting change |
| <input type="checkbox"/> Managing conflict | <input type="checkbox"/> Selling ideas or products |
| <input type="checkbox"/> Motivating and leading people | <input type="checkbox"/> Making decisions with others |
| <input type="checkbox"/> Organizing people / tasks to achieve a specific goal | <input type="checkbox"/> Analyzing tasks |
| <input type="checkbox"/> Following up with others to evaluate progress | <input type="checkbox"/> Identifying people who can contribute to solutions of problems or tasks |
| <input type="checkbox"/> Conducting meetings | <input type="checkbox"/> Facilitating brainstorming activities |
| <input type="checkbox"/> Giving praise and credit to others for a job well done | <input type="checkbox"/> Developing goals for an organization |
| <input type="checkbox"/> Solving problems / mediating | <input type="checkbox"/> Prioritizing tasks |
| <input type="checkbox"/> Taking risks | <input type="checkbox"/> Encouraging and inspiring |
| | <input type="checkbox"/> Negotiating agreements |
| | <input type="checkbox"/> Taking responsibility for decisions |

Putting Your Soft Skills to Work

The average person will have at least five to seven different careers during their working life, and many of the skills used in one will be transferable to another. Transferable skills are *employability skills* and having these skills will make the difference between getting the job or not; getting the pay raise or not; getting the promotion or not. **List five skills you consider your best transferable skills. Write an example of where or how you used each skill and rank the skills with number 1 being the most important:**

Example:

1. Persuading others – I'm good at helping guide individuals with their purchases and I make an excellent sales person. _____

Ranking:

- () _____

- () _____

- () _____

- () _____

- () _____
