



Functional// Transferable Skills

Realistic

- assembling
- building
- operating tools or machinery
- repairing equipment
- physical activities
- outdoor activities
- sports
- being able to read blueprints
- handling with precision

Artistic

- sizing up a person or situation accurately
- having insight
- acting on “gut reactions” or instinct
- writing up ideas
- imagining
- inventing
- designing
- composing or playing music
- creating with different materials
- expressing feelings and thoughts **Enterprising**
- managing money, developing a budget
- beginning new projects
- seeing a problem & acting to solve it
- organizing people
- leading, taking charge
- making decisions
- taking risks
- selling, persuading, influencing
- negotiating

Investigative

- calculating, computing
- researching
- analyzing
- organizing information
- diagnosing
- observing
- showing foresight
- reviewing, evaluating
- working self-directedly

Social

- communicating verbally
- teaching, helping
- editing
- showing sensitivity to other’s feelings
- listening, understanding, supporting
- motivating
- working on a team
- counseling
- interviewing
- consulting

Conventional

- taking inventory, classifying
- keeping records
- number memory
- organizing things, coordinating
- comparing
- doing cost analysis
- using what others develop
- following through on plans
- attending to detail

Self-Management Skills

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| • Ability to be decisive/
make a decision | • Emotional stability | • Poise, self-confidence |
| • Alertness | • Empathy | • Politeness |
| • Assertiveness | • Enthusiasm | • Punctuality |
| • Astuteness | • Expressiveness | • Reliability,
dependability |
| • Attention to detail,
awareness, thoroughness,
conscientiousness | • Firmness | • Resourcefulness |
| • Authenticity | • Flexibility | • Self-control |
| • Calmness | • Generosity | • Self-reliance |
| • Commitment to grow | • Good judgment | • Self-respect |
| • Concentration | • High energy level | • Sense of humor |
| • Cooperation | • Honesty, integrity | • Sincerity |
| • Courage, risk-taking,
adventuresome | • Initiative, drive | • Spontaneity |
| • Curiosity | • Loyalty | • Tactfulness |
| • Diplomacy | • Open-mindedness | • Team player |
| • Easy-going | • Optimism | • Tidiness |
| | • Orderliness | • Tolerance |
| | • Patience, persistence | • Versatility |
| | • Performing well
under stress | |