



**Grossmont College**  
**Career Center / Student Employment Services**



# **Transferable Skills Inventory**

**An Aid to identify current job skills and their  
application in other occupations**

# TRANSFERABLE SKILLS INVENTORY

This inventory is designed to help you identify the skills you now have and decide which of these skills you would most enjoy using in your work. Once you have completed the inventory, we can use *DISCOVER* to explore ways your life skills relate to various occupations.

## FIRST:

You will identify each skill you have used in previous experiences by checking the **HAVE DONE** box for that skill on the worksheet.

## NEXT:

You will check one of the boxes under "Level of Satisfaction" for each skill you checked **HAVE DONE**.

- Check **HIGH** for those skills you found very satisfying and would like to use again in your work.
- Check **MODERATE (MOD.)** for those skills you found somewhat satisfying.
- Check **LOW** for skills you did not enjoy and which you would not like to repeat in a job setting.

## FINALLY:

Look at your ratings and record the numbers of your preferred skills in the spaces provided below.

## SKILLS RECORD

### VERY SATISFYING SKILLS

Write the numbers (1-72) for your five most satisfying skills in the spaces below.  
**Choose from skills you checked HIGH on your worksheet.**

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### MODERATELY SATISFYING SKILLS

Write the numbers (1-72) for ten of your moderately satisfying skills in the spaces below.  
**Choose from skills you checked MOD. on your worksheet.**

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# TRANSFERABLE SKILLS

A. MANAGING YOURSELF	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
1. EFFICIENCY <ul style="list-style-type: none"> <li>• Doing things without wasting time or energy</li> <li>• Using your time to get the most work done</li> </ul>				
2. BEING DEPENDABLE <ul style="list-style-type: none"> <li>• Doing your job well every day</li> <li>• Being there when you are supposed to be</li> <li>• Doing the things you say you will do</li> </ul>				
3. BEING FLEXIBLE <ul style="list-style-type: none"> <li>• Knowing how to do very different tasks</li> <li>• Changing tasks as needed</li> </ul>				
4. STICKING TO IT <ul style="list-style-type: none"> <li>• Finishing what you start</li> <li>• Taking responsibility to get the job done</li> </ul>				
5. DRIVE <ul style="list-style-type: none"> <li>• Pushing yourself to do the best you can</li> </ul>				
6. CONFORMING <ul style="list-style-type: none"> <li>• Dressing and behaving according to the rules or customs for your job</li> </ul>				
7. INTEGRITY <ul style="list-style-type: none"> <li>• Doing what you believe is right, even when it would be easy to cheat</li> </ul>				
<b>B. WORKING WITH DIFFICULT SITUATIONS</b> - The way you deal with problems				
8. ACCEPTING DISCOMFORT <ul style="list-style-type: none"> <li>• Bending, crawling or working with bad smells</li> <li>• Working in heat, cold or all kinds of weather</li> </ul>				
9. ACCEPTING REPETITION <ul style="list-style-type: none"> <li>• Doing the same thing over and over many times, in the same way</li> </ul>				
10. RESPONDING TO PRESSURE <ul style="list-style-type: none"> <li>• Speeding up when necessary</li> <li>• Working faster when there are problems or deadlines</li> </ul>				
11. RESPONDING TO FEEDBACK <ul style="list-style-type: none"> <li>• Changing your behavior or taking the advice of your boss or someone you respect</li> </ul>				

	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
12. SELF CONTROL • Being calm when others are angry with you or when you feel upset				
13. DEALING WITH EMERGENCIES • Being calm and taking charge when there is danger or an emergency				
14. TAKING CHANCES • Doing things you have never done before • Doing things which could cause you to lose money or get hurt				
<b>C. WORKING WITH DETAILS</b> - The way you pay attention to things				
15. CAUTION • Being very careful to avoid mistakes or problems • Planning what you will do so you won't get hurt or lose money				
16. BEING PRECISE • Doing the job exactly right • Being very careful and accurate				
17. ALERTNESS • Noticing problems • Being able to tell when something is wrong and act appropriately				
18. ATTENDING TO DETAILS • Remembering to finish many different tasks				
19. FOLLOWING PROCEDURES • Doing things exactly as others decide they should be done • Following rules, laws, orders, recipes, plans, etc.				
20. VERIFYING • Checking words or numbers to be sure they are right				
21. RECORD KEEPING • Keeping track of money, objects or facts				
22. SORTING • Putting things in the right place or order, or alphabetical order				
<b>D. MOVING YOUR BODY</b> - The way you move				
23. USING YOUR FINGERS • Being exact when you use your fingers to hold things or move things				

	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
24. USING YOUR HANDS • Being accurate when you use your hands to hold or move things				
25. MOTOR COORDINATION • Making smooth and accurate movements when moving several parts of your body together, like in dancing, sports or lifting				
26. ACTING QUICKLY • Reacting quickly when you see a signal or when a problem occurs				
27. STAMINA • Doing physical work for a long time without stopping • Lifting things, standing or walking all day				
28. STRENGTH • Lifting heavy objects or performing other heavy physical tasks				
<b>E. WORKING WITH MACHINES OR TOOLS</b> - The way you make things work				
29. OPERATING • Working machines, electronic devices or other equipment • Starting or stopping them and checking to see if they are working right				
30. ASSEMBLING • Taking things apart or putting them together • Repairing things, building something or fitting things together				
31. ADJUSTING • Changing the settings on machines, electronic equipment or musical instruments to make them work right • Setting controls, getting machines ready or tuning instruments				
<b>F. WORKING WITH NUMBERS</b> - The way you want to use numbers				
32. COUNTING • Finding out how many items there are in one place or group				
33. CALCULATING • Knowing how to add, subtract, multiply and divide numbers				
34. MEASURING • Finding the length, angle, volume or weight of something by using hand tools, like a ruler, or by using automatic equipment, like a scale				

	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
35. ESTIMATING <ul style="list-style-type: none"> <li>• Guessing how much things will cost before you buy them</li> <li>• Knowing how big something is before you measure it</li> <li>• Thinking of the answer to arithmetic problems before you finish the calculations</li> </ul>				
36. BUDGETING <ul style="list-style-type: none"> <li>• Planning how to spend money</li> <li>• Deciding what to buy, how much money will be spent or how to get the work done at the lowest cost</li> </ul>				
37. NUMERICAL REASONING <ul style="list-style-type: none"> <li>• Being able to solve problems using numbers</li> <li>• Knowing how to read data and use statistics to find out what they mean</li> </ul>				
<b>G. COMMUNICATING WITH OTHERS</b> - The way you say things				
38. READING <ul style="list-style-type: none"> <li>• Getting information from written materials</li> </ul>				
39. WRITING <ul style="list-style-type: none"> <li>• Using good grammar to make sentences and paragraphs that explain or describe things</li> </ul>				
40. EDITING <ul style="list-style-type: none"> <li>• Correcting writing by checking grammar, content and style</li> </ul>				
41. QUESTIONING <ul style="list-style-type: none"> <li>• Asking the right questions to get useful information from others or to help others discover ideas</li> </ul>				
42. EXPLAINING <ul style="list-style-type: none"> <li>• Carefully telling people about things, so they can understand you quickly and easily</li> </ul>				
43. USING EMOTIONS <ul style="list-style-type: none"> <li>• Letting others know how you feel</li> <li>• Saying things that make people feel a special way</li> </ul>				
<b>H. WORKING WITH IDEAS</b> - The way you deal with ideas				
44. VISUALIZING <ul style="list-style-type: none"> <li>• Being able to picture things in your mind when you have an idea, see a drawing or hear others describe them</li> <li>• Understanding plans or designs or explaining drawings to others</li> </ul>				

	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
45. DRAWING <ul style="list-style-type: none"> <li>• Creating pictures of things or thoughts</li> <li>• Drawing things by hand or by using special equipment</li> </ul>				
46. DESIGNING <ul style="list-style-type: none"> <li>• Making up plans for a new project, building or product</li> <li>• Designing new things or redesigning old things</li> </ul>				
<b>I. DECIDING - The way you make decisions</b>				
47. SOUND DISCRIMINATION <ul style="list-style-type: none"> <li>• Listening carefully to hear small differences in sounds</li> </ul>				
48. COLOR DISCRIMINATION <ul style="list-style-type: none"> <li>• Seeing small differences in colors or matching things by color</li> </ul>				
49. SHAPE DISCRIMINATION <ul style="list-style-type: none"> <li>• Seeing small differences in shapes, widths or lengths</li> </ul>				
50. DEPTH DISCRIMINATION <ul style="list-style-type: none"> <li>• Being able to judge the distance of things from you</li> <li>• Guessing how close or far away or far apart things are</li> </ul>				
51. USING FACTS <ul style="list-style-type: none"> <li>• Using facts from books, tables, etc. to help you make decisions about people, things or ideas</li> </ul>				
52. USING EXPERIENCE <ul style="list-style-type: none"> <li>• Using your own experience, training or opinions to make decisions about people, things or ideas</li> </ul>				
53. JUDGING BEAUTY <ul style="list-style-type: none"> <li>• Using your sense of beauty to make decisions about things or ideas</li> </ul>				
<b>J. THINKING - The way you figure things out</b>				
54. INVESTIGATING <ul style="list-style-type: none"> <li>• Looking for and collecting information in an organized way</li> </ul>				
55. STRUCTURING <ul style="list-style-type: none"> <li>• Organizing people, things or ideas</li> <li>• Setting up rules, deciding what jobs need to be done or deciding in what order to do things</li> </ul>				

	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
56. PLANNING • Deciding when things must be done or scheduling a project				
57. ANALYZING • Dividing something into smaller parts so that you can understand it better • Breaking a problem into smaller parts to solve each part				
58. SYNTHESIZING • Putting facts and ideas together in new and creative ways				
<b>K. WORKING WITH OTHERS</b> - The way you work with other people				
59. SERVING • Doing things for others when they ask you to or when they need help • Caring for others or providing a service to them				
60. TREATING • Deciding on a plan to cure a person's physical or emotional problems • Telling people what to do to get well				
61. TACT • Dealing with difficult situations without offending or embarrassing others • Saying the right things to make people feel better				
62. COOPERATING • Working together with others to complete a task or to reach a common goal				
63. UNDERSTANDING • Recognizing the feeling of others • Letting others know that you understand their feelings				
64. ADVISING • Suggesting ways for people to solve their problems and/or what to do next				
<b>L. LEADING OTHERS</b> - The way you lead others				
65. MAKING DECISIONS • Choosing which action to take and being responsible for what happens to a group of people, a business or a project				
66. DIRECTING OTHERS • Telling others what to do and being responsible for their performance				



	Have Done	Level of Satisfaction		
		HIGH	MOD.	LOW
67. TAKING THE FIRST STEP • Getting new tasks, ideas, projects or friendships started				
68. CONVINCING • Talking people into doing what you think they should do or believing as you do • Persuading others to buy something				
69. CONFRONTING • Telling others things they do not want to hear, like pointing out their mistakes				
70. NEGOTIATING • Solving problems by bargaining with others • Making deals or working out contracts				
71. TRAINING • Teaching people or animals how to do things • Helping people understand new ideas				
72. PERFORMING • Getting up in front of a group of people to entertain or teach				

# TRANSFERABLE SKILLS INVENTORY

Created and Developed by  
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G R O S S M O N T  
C O L L E G E



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