Transferable Skills Self-Reflection

**Description:** The Transferable Skills Self-Reflection is a tool that can help adults be better prepared to enter the workforce or move along a career path by understanding their current strengths and possible areas for improvement. There are no right or wrong answers.

 **Directions:**

1. Read a statement.
2. Put an “X” under Never, Sometimes, or Often to describe how often you use the skill at work, home, or school.
3. After reviewing all the statements, answer the two questions at the end of the assessment.

| **Critical Thinking Skills Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I pay attention to what is going on around me. |  |  |  | 1.1 |
| I solve problems at work, home, or school. |  |  |  | 1.2 |
| I make decisions at work, home, or school. |  |  |  | 1.3 |
| I ask questions to clarify information. |  |  |  | 1.4 |
| I value the ideas and opinions of others. |  |  |  | 1.5 |
| I have used skills at work or school that I learned in life. |  |  |  | 1.6 |

| **Self-Management Skills Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I am flexible when changes are required. |  |  |  | 2.1 |
| I take care of personal matters outside of work and school.  |  |  |  | 2.2 |
| I can prioritize tasks at work, home, or school.  |  |  |  | 2.3 |
| I follow rules. |  |  |  | 2.4 |
| I wear appropriate clothes for work and school.  |  |  |  | 2.5 |
| I am willing to learn new skills to adapt to changes. |  |  |  | 2.6 |
| I have set educational or work goals for improvement. |  |  |  | 2.7 |

| **Utilizing Resources Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I am on time for appointments and activities. |  |  |  | 3.1 |
| I can make and manage a personal budget. |  |  |  | 3.2 |
| When I need something to do a job, I find it. |  |  |  | 3.3 |
| I think creatively about improving processes or products. |  |  |  | 3.4 |

| **Using Information Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I know how to find the information I need to complete a task at work, home, or school.  |  |  |  | 4.1 |
| I can organize information. |  |  |  | 4.2 |
| I know who to ask to determine if the information I have is correct. |  |  |  | 4.3 |
| I communicate clearly so that when I talk with coworkers, other students, friends, and neighbors, I am understood. |  |  |  | 4.4 |

| **Working with Others Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I work well in a team. |  |  |  | 5.1 |
| When someone tells me how to do something, I understand and do it. |  |  |  | 5.2 |
| I can lead others to meet a work or project goal.  |  |  |  | 5.3 |
| I control myself when disagreeing with others.  |  |  |  | 5.4 |
| I get along well with people who are different from me. |  |  |  | 5.5 |
| I am flexible and can work with others to find a win-win solution.  |  |  |  | 5.6 |
| I learn as much as I can from others before I begin a new task or project. |  |  |  | 5.7 |

| **Understanding Systems Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I know the difference between products and services. |  |  |  | 6.1 |
| I find ways to reduce waste of materials, time, and resources.  |  |  |  | 6.2 |
| I understand the parts of a paycheck, **AND** I can explain profit and loss.  |  |  |  | 6.3 |
| I know who to go to if I have a problem I can’t solve on my own.  |  |  |  | 6.4 |
| I notice when steps in a process are missed.  |  |  |  | 6.5 |
| I know how others and I can help improve a product or service.  |  |  |  | 6.6 |
| Quality is important to me at work, home, and school. |  |  |  | 6.7 |
| Safety is important to me at work, home, or school. |  |  |  | 6.8 |

| **Transition Action Statements** | **Never** | **Sometimes** | **Often** | **Skill** |
| --- | --- | --- | --- | --- |
| I release stress in healthy ways. |  |  |  | 7.1 |
| I use a pros and cons list to eliminate options.  |  |  |  | 7.2 |
| I have used my work skills outside my workplace. |  |  |  | 7.3 |
| I can make a detailed plan to accomplish a task at work, home, or school.  |  |  |  | 7.4 |
| I follow through on what I start.  |  |  |  | 7.5 |
| When something doesn’t go as planned, I keep trying.  |  |  |  | 7.6 |

Based on this assessment, one skill I would like to **improve** is:

[ ]  Critical Thinking Skills

[ ]  Self-Management Skills

[ ]  Utilizing Resources

[ ]  Using Information

[ ]  Working with others

[ ]  Understanding Systems

[ ]  Transition Skills

Based on this assessment, I think my **biggest strength** is:

[ ]  Critical Thinking Skills

[ ]  Self-Management Skills

[ ]  Utilizing Resources

[ ]  Using Information

[ ]  Working with others

[ ]  Understanding Systems

[ ]  Transition Skills