



SKILLS SELF - ASSESSMENT

The following list of transferable skills is a great start to identifying and prioritizing your skills gained as a graduate student and through other experiences.

Using the lists below, circle the skills that you have acquired. Then, go back through the circled skills and highlight only the skills that you enjoy doing. Create a short list of five skills that you are good at and enjoy. Use this list to search for jobs, compare to positions of interest, relevancy to your field and in planning your professional development. You may also find this helpful preparation for the job search and highlighting skills and areas of accomplishment.

Research and Analytical Skills

- Locate and assimilate new information rapidly
- Understand complex information and synthesize it
- Reach independent conclusions and defend them
- Analyze and solve problems

Communication Skills

- Write clearly at different levels, from abstracts to book-length manuscripts
- Edit and proofread
- Public speaking in large group settings
- Facilitating discussion in a meeting or with small groups
- Convey complex information to non-expert audiences

Interpersonal Skills

- Ability to work with people from different backgrounds with intersecting social and cultural identities
- Diplomacy (a survival skill in graduate school)
- Ability to accept and implement feedback and criticism
- Ability to cope with and manage different personalities
- Ability to navigate complex environments
- Persuasion skills (e.g., grant proposals, negotiation within your department)
- Consensus-building skills (e.g., with your department/committee)
- Ability to manage complaints (e.g., from students about grades)

Entrepreneurial Skills

- Work independently
- Acquire funding (e.g., write grant proposals, apply for fellowships)
- Manage a budget

Organization and Management

- Manage a project (your dissertation)
- Maintain records
- Organize and plan events (programs, panels)
- Motivate others to participate
- Build project timelines
- Use technology to work effectively and efficiently (excel, citation software)

Supervision Skills

- Evaluated others' performance (e.g., graded exams or papers)
- Monitored or oversaw the work of others in a lab or classroom
- Mentored fellow graduate students or undergraduate students
- Lead a team to complete research, co-teach a course or complete a project or program

Skills and Qualities Needed to Advance to Candidacy and Complete Your Dissertation

- Intellectual strength
- Perform under pressure
- Meet deadlines
- Self-awareness
- Focus, tenacity, stamina, and discipline
- See a task through to completion
- Navigate bureaucratic systems and processes