**Transferable Skills: ePortfolio Tool**

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| I would rate my skill level as: | **Low[[1]](#footnote-1)** | **OK[[2]](#footnote-2)** | **High[[3]](#footnote-3)** | **Evidence (If OK or Expert)**  **Plan (if Low)** |
| 1. **Soft skills** |  |  |  |  |
| * 1. Positive attitude and personal energy |  |  |  |  |
| * 1. Cultural, gender and age sensitivity |  |  |  |  |
| * 1. Ethical behavior and integrity |  |  |  |  |
| * 1. Creative thinking and innovation |  |  |  |  |
| * 1. Self-confidence and self-knowledge |  |  |  |  |
| * 1. Ability to learn and learn from criticism |  |  |  |  |
| * 1. Flexibility and adaptability |  |  |  |  |
| * 1. Working under pressure and strong work ethic |  |  |  |  |
| * 1. Courtesy and common sense |  |  |  |  |
| * 1. Reliability and good attendance |  |  |  |  |
| * 1. Willingness to be accountable and complete tasks |  |  |  |  |
| * 1. Interpersonal and listening skills |  |  |  |  |
| * 1. Ability to follow instructions |  |  |  |  |
| 1. **Employability skills** |  |  |  |  |
| * 1. Effective written communications |  |  |  |  |
| * 1. Effective spoken communications |  |  |  |  |
| * 1. Communication skills in more than one language |  |  |  |  |
| * 1. Good English communication skills (pronunciation, grammar) |  |  |  |  |
| * 1. Technology (computer, email, software applications) |  |  |  |  |
| * 1. Teamwork |  |  |  |  |
| * 1. Leadership |  |  |  |  |
| * 1. Planning, goal setting and work organization |  |  |  |  |
| * 1. Time management |  |  |  |  |
| * 1. Critical thinking and good judgment |  |  |  |  |
| * 1. Problem-solving and decision-making |  |  |  |  |
| * 1. Systems-thinking |  |  |  |  |
| * 1. Financial management (budgeting, book keeping) |  |  |  |  |
| * 1. Marketing and public relations |  |  |  |  |
| * 1. Basic health and safety awareness |  |  |  |  |
| * 1. Project management |  |  |  |  |
| * 1. Continuous skills and professional development |  |  |  |  |
| * 1. Driver’s license and map reading |  |  |  |  |
| * 1. Basic math skills and ability to measure |  |  |  |  |
| 1. **Lifelong learning skills** |  |  |  |  |
| * 1. Independent learning tools and resources |  |  |  |  |
| * 1. Ability to gather information from a variety of sources |  |  |  |  |
| * 1. Ability to judge the quality of information sources |  |  |  |  |
| * 1. Applied knowledge in any area to build on |  |  |  |  |
| * 1. Curiosity and desire to learn |  |  |  |  |
| * 1. Awareness of world events and social issues |  |  |  |  |

1. I need to work on this. [↑](#footnote-ref-1)
2. I feel confident but I can always learn more. [↑](#footnote-ref-2)
3. I could help others with this. [↑](#footnote-ref-3)