**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)