

Ph.D. Transferable Skills Self-Assessment

As a Ph.D. student, you develop a diverse array of skills that build upon and expand beyond your research and teaching. Assessing your current strengths and weaknesses helps you identify areas that you need to work on during your graduate journey.

Complete the table below to help you identify and assess your transferable skills. Below are some of the major domains of skills that employers value¹. Also, learning what you enjoy and what you're good at is vital for your career exploration as they clarify what you want to keep in your career.

Skill Self-Assessment for Graduate Students

Skill Category	Specific Transferable Skill	Enjoy Using	Highly or Moderately Proficient in	Need to Develop Further
Teamwork & Collaboration	Identify and leverage the strengths of others to maximize team outcomes			
	Network to collaborate, share resources and brainstorm ideas			
	Develop collaborative relationships with colleagues or clients with diverse backgrounds			
	Negotiate with people with different personalities to achieve a common goal			
	Understand and assume diverse roles in different groups			
Communication	Organize and present my ideas to people with different backgrounds under time constraints			
	Write/edit diverse forms of writing from brief abstracts to book-length manuscripts			
	Explain complex or theoretical concepts/ideas in basic terms and language			
	Persuade others by using logical arguments with supportive evidence			
	Facilitate group discussions effectively by keeping them constructive and positive			
Critical Thinking & Problem Solving	Assess legitimacy or credibility of resources/information			
	Consolidate/synthesize large amounts of information into a coherent argument			
	Collect/analyze data and develop independent conclusions			
	Define a problem and design an experiment or research to examine potential solutions			
	Identify emerging trends and offer evidence-informed insights for improvement			
Leadership & Project Management	Motivate, train and coach individuals to accomplish goals			
	Prioritize tasks while maintaining flexibility to address potential/unexpected problems			
	Create a strategic plan with a realistic timeline to complete projects			
	Assess/identify opportunities or areas for improvement to achieve goals more effectively			
	Navigate dynamic and complex environments			

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Professionalism & Work Ethic	Consider the impacts of my actions on the broader community and make responsible decisions			
	Use appropriate tone and language (verbal and written) in the workplace in my every interaction with colleagues			
	Maintain a consistent performance to deliver quality work			
	Take responsibility for mistakes and learn from them			
	Follow standards or guidelines to ensure data privacy and security			
Diversity, Equity and Inclusion (DEI)	Engage with people from different backgrounds with respect, openness and sensitivity			
	Recognize similarities and differences within and across people			
	Identify my own cultural values, implicit bias, identity, and experiences, and assess how these factors may influence my daily interactions with others			
	Recognize culturally or socially embedded practices that generate inequities across diverse groups and respond consistently and systematically to challenge them			
	Use my increased DEI-related knowledge and intercultural awareness by adjusting my behaviors to create a safe, inclusive working environment			
Digital Technology	Use appropriate software to transform data into more understandable digital forms			
	Combine different types of information from various sources to create legally and ethically appropriate new information (e.g., infographics, reports, website, blogs, etc.			
	Navigate different types of content and sources online to find the specific information I need from high-quality sources (e.g., journal database)			
Career Management & Personal Wellness	Engage in self-care to improve my physical and mental well-being			
	Increase awareness of resources and support available to promote career development and wellness in my community and ask for help when needed			
	Enhance my self-knowledge (e.g., skills, values, current unique personal situations) to identify areas for professional growth to achieve career goals			
	Understand career development is a gradual process through various experiential learning and constant reflections over the years rather than a single turning point			
	Become my own best advocate for professional and personal development			

¹Adapted from the [NACE Career Readiness Competencies](#): The major domains of skills that employers value.