

Transferable Skills: Self-Assessment

Chapman Learning Commons



What are some transferable skills that you've gained during your time at university? Take this quiz and find out...

This assessment tool shares insight into various skills you possess, how they translate to your professional development, and how you can continue to nurture them. When taking this quiz, you will reflect on your experiences at university, and see how your experiences can help you succeed in the workplace and in life. Be empowered by the skills you did not know you had!

Question 1: When doing a group project at school...

1. I delegate tasks according to members' strengths and weaknesses. I create timelines for the group and constantly communicate to gauge process.
 - This answer indicates decisive leadership skills. You set clear group goals and follow up. Working with a team requires oversight and collaboration and this is applicable to workplace settings. Encourage others to express themselves. Help mitigate stress and maintain a healthy dynamic by encouraging self-pacing.
 - Learn about [Adaptive Leadership](#). See our toolkits [Work in Groups](#), [Group Processes](#) for guidance.
2. I do not have a preference. I take tasks assigned to me. I keep up with deadlines and do not hold back the group.
 - This answer suggests awesome collaboration. You seem highly flexible. You likely contribute without inserting yourself in others' work. Working with a team requires openness and collaboration! Check in more with teammates to provide support. Challenge yourself to voice your unique input.
 - Read our blog post [How to Excel at Teamwork](#). See our toolkits [Work in Groups](#), [Group Processes](#) for guidance.
3. I prefer to work independently and set my own deadlines. I focus better alone and get tasks done before responding to group messages.
 - This answer suggests you prefer individual work. You likely meet your deadlines without others, focusing on your progress. Working independently and self-direction are vital workplace skills. Practice being a team player. Communicate regularly. See where you can provide support.
 - Read our blog post [How to Excel at Teamwork](#). See our toolkits [Work in Groups](#), [Group Processes](#), [Communicating Effectively](#) for guidance.



Question 2: When connecting with classmates/colleagues/supervisors,

1. I confidently reach out in person and online, even to new people. I love starting conversations and keep the conversation going.
 - This answer suggests great conversation initiation. You are comfortable connecting with new people personally and professionally. Leave room for others to express their ideas, and practice accuracy, clarity and thoroughness when communicating, given time constraints.
 - Read our blog post [Connect with the Online UBC \(Uni\)verse](#). See our toolkit [Communicating Effectively](#) for guidance.
2. I enjoy interacting with people but I rarely make an active move. I wait for others to start the conversation first.
 - This answer suggests hesitation when initiating conversations with unfamiliar people. You are considerate of others' time or do not want to draw attention to yourself. Expand your comfort zone by initiating meaningful conversations with unfamiliar people. Getting a customer service position or doing a group assignment with new classmates could help.
 - Read our blog post [Connect with the Online UBC \(Uni\)verse](#), [The Importance of Seeking Out Mentorship](#). See our toolkits [Communicating Effectively](#) for guidance.
3. I prefer listening. I prefer thinking quietly and only comment when I have to.
 - Active listening is an excellent workplace and interpersonal skill. You provide space for others to flourish by helping them feel heard - just make sure that *your* valuable thoughts are heard, as well! Expand your comfort zone by initiating meaningful conversations with unfamiliar people. Getting a customer service position or doing a group assignment with new classmates could help.
 - Learn about [Active Listening](#). Read our blog post [Connect with the Online UBC \(Uni\)verse](#), [The Importance of Seeking Out Mentorship](#). See our toolkits [Communicating Effectively](#) for guidance.

Question 3: When classmate/TAs point out my mistakes,

1. I am happy to make adjustments. I am also direct when correcting others.
 - This answer suggests you are open to criticism and you cherish suggestions for improvement. You reflect and address your weaknesses. Being self-reflective will benefit you in the workplace. Consider how you can reflect on ways to communicate feedback that are friendly, positive, and growth oriented.
 - See resource [Cope with Criticism](#) *links to external websites* for guidance.
2. I feel uncomfortable receiving feedback about my mistakes. Although I recognize the feedback is valid, I feel upset that my work is not good enough.
 - With this answer, you seem to not enjoy outright criticism, though you recognize the value in people's critiques. Iterative feedback is key in the workplace; knowing your imperfections helps you improve. Wait before responding to criticism. Separate feelings



from facts and reflect. Acknowledge your discomfort, but express gratitude for suggestions.

- Take a look at resource [Cope with Criticism](#) *links to external websites* for guidance.
3. I am more comfortable listening to my own will and I try not to let others' criticism affect me.
- Keeping your distance from others' negative opinions can be useful in protecting yourself, but don't forget to practice good communication. Considering different perspectives and opinions can lead to better teamwork and collaboration!
 - See resource [Cope with Criticism](#) *links to external websites*, and student toolkit [Communicating Effectively](#) for guidance.

Question 4: During a team project, when someone disagrees with me and we start to have a conflict,

1. I tend to avoid unnecessary internal conflicts. I do not have strong opinions and am happy to go with others' ideas in the group's best interest.
- Flexibility and open-mindedness toward others' ideas is a valuable workplace skill that often prevents conflict. Sometimes reconciling different opinions is necessary for the best outcome. Handling conflicts in an optimistic and respectful manner gives rise to opportunities for growth.
 - Take a look at toolkits [Resolving Conflict](#), [Communicating Effectively](#) for guidance.
2. I feel offended when people disagree with me. I hold onto my values and do not mind if the conflict worsens.
- It is great to recognize your value and defend your thoughts. However, in the workplace, conflict management is context-dependent. Sometimes taking a step back and discussing conflict thoroughly can promote better group dynamics.
 - Take a look at toolkits [Resolving Conflict](#), [Communicating Effectively](#) for guidance.

Question 5: In terms of planning around my schoolwork deadlines,

1. I read all syllabi thoroughly in the first week of school and note important dates and deadlines in my calendar. I regularly update my to-do list.
- This answer suggests strong organization skills. It is great to keep your calendar and to-do lists updated. Staying on track with your work is a vital professional skill.
 - Take breaks from time to time and do not overwork yourself.
 - You might resonate with our blog post [Why Keeping a To-Do List is a Good Idea](#). See our toolkit [Managing Your Time](#) for guidance.
2. I usually skim through my syllabi and worry about them later. I sometimes need people to remind me of deadlines.
- Setting deadlines for yourself might help improve your organization skills and work/school/life balance. Reading syllabi thoroughly and keeping track of deadlines in a calendar may be helpful.
 - Read our blog posts [Why Keeping a To-Do List is a Good Idea](#), [Time Management](#). See our toolkit [Managing Your Time](#) for guidance.



3. I rarely read syllabi and do not enter important events into a calendar. So far, I have not had many problems apart from missing a small assignment or two.
 - Setting deadlines for yourself might help improve your organization skills and work/school/life balance. Reading syllabi thoroughly and keeping track of deadlines in a calendar may be helpful.
 - Read our blog posts [Why Keeping a To-Do List is a Good Idea](#), [Time Management](#). See our toolkit [Managing Your Time](#) for guidance.

Question 6: When an assignment is due in a month,

1. I start collecting ideas and drafting a plan for completion as soon as possible. I enjoy setting deadlines and getting things done far in advance. I like planning ahead in case something unexpected comes up.
 - This answer suggests commendable planning skills. Finishing tasks early gives you the flexibility to prepare for uncertainties. This skill is beneficial in the workplace and in general. Take a break from time to time and do not put too much pressure on yourself.
 - You might resonate with our blog post [Why Keeping a To-Do List is a Good Idea](#). See our toolkit [Managing Your Time](#) for guidance.
2. I would not worry too much if the deadline is still weeks away. I live in the moment and do not let the future worry me.
 - This answer suggests you greatly enjoy the moment and living for today. Being worry-free enables you to focus on things that are currently happening. Think about how you could start planning ahead to give you more time to refine your work before its due date.
 - Read our blog posts [Why Keeping a To-Do List is a Good Idea](#) and [Time Management](#). See our toolkit [Managing Your Time](#) for guidance.
3. I am too busy with work, family issues, and social life. I start working on an assignment a day or two before its deadline. Sometimes I do not hand in low-stake assignments. I finish large assignments the night before.
 - Setting deadlines and priorities for work, family, and social life can enable you to approach your work more effectively. Remember to reach out for help if you feel overwhelmed.
 - Read our blog posts [The Pros, the Cons, and the How-To's of Work School Balance](#), [Why Keeping a To-Do List is a Good Idea](#), [Mindfulness Meditation as a tool for Mental Health and Academic Success](#). See our toolkit [Managing Your Time](#) for guidance.

Question 7: When I consider my plans after graduation,

1. I am optimistic about my future! I actively plan and reach out to others to determine my career goals. I can anticipate where I will be in a few years.
 - It is wonderful that you constantly seek advice and use others' pathways as a framework. As you continue to explore different possibilities, it may be helpful to share your tips and insights with your friends!



- Read our blog posts [The Importance of Seeking Out Mentorship](#), [The Pros, the Cons, and the How-To's of Work School Balance](#), [So You're Thinking of Graduate School?](#). Check out [the Centre for Student Involvement and Careers'](#) toolkits [Job Search](#) and [Networking](#) for guidance.
2. I am not certain about my future. I sometimes doubt my major. However, I have been able to connect my studies with my goals. I have the courage to keep exploring and trying different things out.
 - Doubts and uncertainties are normal; the upside is that you can explore different possibilities and stay curious and hopeful. Curiosity is an essential workplace skill and improves collaboration and engagement. Everyone questions their goals at some point!
 - Read our blog posts [A Positive Approach to Facing Uncertainty](#), [Mindfulness Meditation as a tool for Mental Health and Academic Success](#), [How to Get the Most Out of Your University Experience](#). Check out [the Centre for Student Involvement and Careers](#) where you can [book your career advising services](#). Consult [UBC Wellness Centre](#) for personal and academic support.
 3. I am quite unsure about my future. I am not sure if my major is right for me. I'm worried about judgement from my friends and family, and I wish someone could help me figure out where to go next.
 - This answer suggests you might be bothered by not having a clear goal. Don't worry, everyone questions their goals at some point! Challenges can help you build resilience for your future. Connecting with inspiring mentor figures may be helpful, as they can share their insight about being in your position.
 - Read our blog posts [A Positive Approach to Facing Uncertainty](#), [Mindfulness Meditation as a tool for Mental Health and Academic Success](#), [How to Get the Most Out of Your University Experience](#). Check out [the Centre for Student Involvement and Careers](#) where you can [book your career advising services](#). Consult [UBC Wellness Centre](#) for personal and academic support.

Question 8: When I feel overwhelmed at school,

1. I talk to others about what is stressing me out to seek comfort and help.
 - This answer suggests openness to identifying the causal factors of your pressure. Identifying stress helps keep your problems in proper perspective and will help you find a healthy work-life balance. By talking to someone else, you are acknowledging your choices. Check out [Coping Strategies](#) to try out some new coping techniques.
 - Read our blog posts [Stress Recovery](#), [A Positive Approach to Facing Uncertainty](#), [Mindfulness Meditation as a tool for Mental Health and Academic Success](#).
2. I handle stress using distraction. I often escape from stressful situations by engaging in eating, physical activities or listening to music.
 - This answer suggests you know what works for you best when facing problems. Identifying stress helps keep your problems in perspective and will help you find a



healthy work-life balance. Being aware of your comfort foods and activities can ensure that you address stress in a productive and healthy fashion.

- Check out [Coping Strategies](#) to try out some new techniques. Read our blog posts [Stress Recovery](#), [A Positive Approach to Facing Uncertainty](#), [Mindfulness Meditation as a tool for Mental Health and Academic Success](#), [The Pros, the Cons, and the How-To's of Work School Balance](#).
3. I feel tons of stress and am afraid I cannot keep up with things. Distracting myself does not always work. I wish there were someone to talk to.
- It is perfectly normal to react to pressure. Feeling stressed means that you care about your work and performance! While some stressful situations are sometimes inevitable, remember to seek support when the amount of stress exceeds what is healthy.
 - See [Coping Strategies](#) and read our blog posts [A Positive Approach to Facing Uncertainty](#), [Adopting a positive attitude to challenges](#), [Stress Recovery](#). Consult [UBC Wellness Centre](#) for personal and academic support.

Question 9: In terms of keeping myself busy and inspired while studying,

1. I always try out new things. Sometimes it can be hard for me to concentrate on a few areas of interest. I like acquiring skills from various fields.
- This answer suggests you are very curious and young at heart. Curiosity is an essential workplace skill and improves collaboration and engagement. Learning new skills can help you make connections (that can sometimes lead to a job opportunity), or help you learn something new about yourself.
 - Read our blog posts [Keeping the Spark Alive](#), [Must-Reads](#), [Tips & Tricks for First Time Job Hunters](#), [Extracurricular](#). See our toolkit [Think Critically](#) for guidance.
2. I prefer perfecting my skills in areas I am familiar with. I understand that we do not have time for everything we want to do, so I set my time wisely for things that mean the most to me.
- You are wise about maximizing your limited time. You understand your preferences and place importance on refining those skills. Explore other options once in a while, you never know where your potential might lead you. Flexibility and adaptability are highly valued in today's workplace.
 - Read our blog posts [Keeping the Spark Alive](#), [Must-Reads](#), [Tips & Tricks for First Time Job Hunters](#), [Extracurricular](#). See our toolkit [Think Critically](#) for guidance.

Thanks for taking the assessment!

