

Transferable Skills Soft & Hard

Your Hidden Career Gems Workbook

Orientation & Instructions for the Transferable Skills Worksheet

Purpose

The purpose of this workbook is to help you **recall, categorize, and document your transferable skills** so you can confidently present yourself as a top job candidate.
As a PhD graduate, you've developed a wealth of skills, but it's easy to overlook or underestimate them.

This worksheet is designed to:

1. **Act as a memory jogger** to help you recall work experiences and accomplishments where you used these skills.
2. **Provide a thought-provoking outcome** by showing you have far more skills than you realize.
3. **Create a skills map** that highlights your strengths and identifies areas for growth.

What Is Your Skills Story?

One of the most common concerns I hear from PhDs is:

"I don't have any transferable skills."

This belief isn't true, but it holds many graduates back during their job search. It often translates into a discouraging thought:

"Who would want to hire me?"

This is just **Imposter Syndrome** talking, and it's why I created this workbook for you. You **do** have transferable skills—many more skills than you think!

This workbook will help you uncover your hidden accomplishments, identify your soft and hard transferable skills, so that you can communicate these skills to potential employers.

How the Worksheet Works

The worksheet is divided into two main categories:

1. **Soft Transferable Skills** (e.g., communication, teamwork, adaptability)
2. **Hard Transferable Skills** (e.g., data analysis, project management, design thinking)

Each skill is accompanied by **20 situational examples** designed to help you recall moments during your PhD or other work experiences when you used these skills.

Instructions

Step 1: Recall & Reflect

- **Review** the situational examples for each skill.
- **Checkmark** the situations that resonate with your experiences.
- **Total** the number of situations you've identified for each skill.

Tip: These examples are not exhaustive. If other situations come to mind where you've used these skills, **write them down!**

Step 2: Expand Your List

- For each skill, brainstorm additional unique situations where you demonstrated it.
- The more examples you can identify, the better!

Remember: This exercise taps into **closed loops**—those instances where your mind has **"forgotten"** successful accomplishments. Recalling them brings these achievements into focus and helps combat the idea that you lack transferable skills.

Closed Loops vs. Open Loops

- **Closed Loops** are tasks or accomplishments your mind **"forgets"** because they've been successfully completed. While these experiences often fade from memory, they are valuable evidence of your skills.

- **Open Loops** are unfinished tasks or ongoing responsibilities that stay top of mind. While open loops can keep you focused, closed loops often need intentional reflection to recall their value.

This worksheet focuses on **closed loops** to help you rediscover skills and experiences you've already mastered.

Step 3: Summarize & Map Your Skills

1. **Transfer Your Totals:**
    - Write down the total number of examples for each skill in the corresponding rows of the Soft and Hard Skills tables.
2. **Create Your Skills Heat Map:**
    - Using the totals, plot each skill on its respective Heat Map (Soft or Hard Skills).
    - Connect the points to create a visual representation of your skills profile.

Outcomes

By completing this exercise, you will:

1. **Identify** your strongest transferable skills.
2. **Visualize** the depth and breadth of your experiences.
3. **Gain** insights into areas where you can grow your skills further.

This map serves as a **powerful tool** for job applications, interviews, and career planning, helping you articulate your skills confidently and clearly.

Now, let's uncover your hidden skills and create a compelling skills story!

Soft

Transferable Skills

Soft Transferable Skills:

1. **Communication:** Effective communication is foundational in almost every role, ensuring clear understanding and reducing potential conflicts.
   Description: The ability to effectively convey information, both written and verbally.
   Examples: Wrote clear emails, gave presentations, actively listened during meetings, provided constructive feedback, explained complex ideas simply.

Experience Examples:		
1	Wrote research papers for peer-reviewed journals.	
2	Presented findings at interdisciplinary conferences.	
3	Lead seminars or workshops on specialized topics.	
4	Created multimedia presentations incorporating visuals & storytelling.	
5	Explained complex theories to undergraduate students.	
6	Drafted grant proposals.	
7	Participated in academic debates or panel discussions.	
8	Wrote a comprehensive thesis or dissertation.	
9	Communicated with non-academic audiences.	
10	Gave guest lectures at other institutions.	
11	Participated in peer review processes.	
12	Created visual aids or infographics for research.	
13	Conducted interviews or surveys.	
14	Crafted lay summaries of research for public outreach events.	
15	Collaborated with industry or non-profit organizations.	
16	Translated research into policy recommendations.	
17	Wrote op-eds or articles for popular media.	
18	Engaged in interdisciplinary discussions.	
19	Provided feedback on colleagues' work.	
20	Mentored students in effective writing & communication.	
	Total:	

Reflection Prompts:

- Describe a time you adapted your communication style for a non-specialist audience.

- How have you used visuals or analogies to explain complex ideas?

- What feedback have you received on your written or verbal communication?

2. **Teamwork:** As collaborative work environments become more common, the ability to work well with others is crucial.
   Description: The ability to work effectively with others and succeed in a team environment.
   Examples: Collaborated on projects, sharing resources and knowledge, supported team members, respecting diverse viewpoints, celebrating team successes.

Experience Examples:		
1	Collaborated on multi-author research papers.	
2	Worked in labs with diverse research teams.	
3	Participated in interdisciplinary research projects.	
4	Co-supervised students with other faculty.	
5	Organized academic events or conferences with peers.	
6	Collaborated on grant applications.	
7	Participated in departmental committees.	
8	Co-authored books or book chapters.	
9	Engaged in group fieldwork or research trips.	
10	Collaborated with external institutions or organizations.	
11	Participated in academic mentorship programs.	
12	Shared resources or lab equipment.	
13	Co-designed courses or curricula.	
14	Engaged in joint public outreach or educational programs.	
15	Collaborated on patent applications or innovations.	
16	Served on departmental committees for strategic planning.	
17	Worked with IT staff to implement new research software.	
18	Collaborated on policy recommendations or white papers.	
19	Engaged in shared data collection or analysis projects.	
20	Co-lead workshops or training sessions.	
	Total:	

Reflection Prompts:

- How have you contributed to a team's success?

-What challenges have you faced when collaborating, and how did you overcome them?

- Describe a project where teamwork was essential to achieving the outcome.

3. **Problem Solving:** The ability to address and overcome challenges is essential in any job, especially in fast-paced or rapidly changing industries.
Description: The ability to come up with quick and effective solutions when issues arise.
Examples: Fixed technical issues, mediated conflicts, found alternative solutions to a project obstacle, improvised when resources are limited, addressed customer complaints.

	Experience Examples:	
1	Designed experiments to address specific research questions.	
2	Troubleshooting unexpected results or anomalies in data.	
3	Adapted research methodologies based on preliminary findings.	
4	Found alternative funding sources when faced with budget constraints.	
5	Navigated ethical dilemmas in research.	
6	Adjusted research focus based on feedback from peer reviews.	
7	Overcame technical challenges in lab equipment or software.	
8	Found ways to access restricted or hard-to-reach data sources.	
9	Revised project timelines after unexpected delays in funding approval.	
10	Collaborated with experts in other fields to address complex problems.	
11	Adapted to changing regulations or policies affecting research.	
12	Designed solutions for logistical challenges in fieldwork.	
13	Sought external expertise or training to overcome skill gaps.	
14	Adapted research for different cultural or societal contexts.	
15	Overcame language barriers in international collaborations.	
16	Balanced competing priorities to meet tight deadlines.	
17	Addressed challenges in data storage or management.	
18	Sought innovative ways to present or visualize complex data.	
19	Overcame challenges in interdisciplinary research.	
20	Adapted to new technologies or tools in the research process.	
	Total:	

Reflection Prompts:

- What's the most challenging problem you've faced during your PhD? How did you solve it?

- How do you approach troubleshooting in your research or teaching?

- Think of an example of a creative solution you implemented successfully.

4. **Emotional Intelligence:** Understanding and managing emotions, both personal and of others, is vital for maintaining a positive work environment and effective interpersonal relationships.
Description: The ability to identify and manage one's own emotions and the emotions of others.
Examples: Recognized personal emotional triggers, empathized with colleagues, managed stress effectively, navigated conflicts without escalating them, understood the emotional needs of a team.

	Experience Examples:	
1	Mediated a conflict between team members in a collaborative project.	
2	Handled constructive criticism from peers or advisors.	
3	Supported fellow researchers during challenging phases.	
4	Recognized and addressed personal biases in research.	
5	Built trust within a diverse research team.	
6	Managed stress during intensive research phases.	
7	Demonstrated empathy when conducting human-centered research.	
8	Recognized and addressed potential conflicts in team dynamics.	
9	Maintained motivation during long research projects.	
10	Understood the emotional impact of research on participants.	
11	Built rapport with research participants.	
12	Delivered constructive criticism tactfully during peer reviews.	
13	Recognized the need for self-care and sought support.	
14	Balanced personal life and intensive research demands.	
15	Addressed emotional aspects of controversial or sensitive topics.	
16	Engaged in reflective practices to understand personal growth.	
17	Managed stress effectively while maintaining professionalism.	
18	Built resilience in the face of research setbacks.	
19	Considered broader societal/emotional implications of research findings.	
20	Engaged in mentorship or peer support initiatives.	
	Total:	

Reflection Prompts:

- How have you demonstrated empathy in your academic or research roles?

- Describe a time when you resolved a conflict within a team.

- What steps do you take to build positive relationships with colleagues?

5. **Critical Thinking:** The ability to analyze situations and make informed decisions is key, especially in roles that require strategic planning or decision-making.
   Description: The ability to think rationally and thoughtfully, coming up with new and better ways to work.
   Examples: Analyzed data to make informed decisions, evaluated the pros and cons of a decision, predicted potential outcomes, reflected on past decisions to improve future ones, challenged existing processes to improve efficiency.

	Experience Examples:	
1	Analyzed vast amounts of literature to identify research gaps.	
2	Evaluated the validity of sources or data.	
3	Designed research methodologies to minimize biases.	
4	Interpreted complex datasets to draw meaningful conclusions.	
5	Challenged established theories based on new empirical evidence.	
6	Evaluated the potential implications or limitations of research findings.	
7	Synthesized information from diverse sources.	
8	Applied theoretical frameworks to practical research scenarios.	
9	Assessed the reliability and reproducibility of experiments.	
10	Engaged in meta-analysis or systematic reviews.	
11	Evaluated the potential societal impacts of research.	
12	Applied logical reasoning in experimental design.	
13	Assessed the feasibility of proposed research projects.	
14	Evaluated the ethical implications of research methodologies.	
15	Reframed research questions after receiving critical reviewer feedback.	
16	Innovated solutions to work around pandemic-related restrictions.	
17	Evaluated the long-term sustainability or impact of research initiatives.	
18	Assessed the transferability of research findings to different contexts.	
19	Evaluated the potential commercial or practical applications of research.	
20	Engaged in reflective practices to evaluate research progress.	
	Total:	

Reflection Prompts:

-Reflect on a time when you analyzed complex data to make an important decision.

-Consider a situation where you questioned or improved an existing process or theory.

-Evaluate a past decision that didn't go as planned and identify how you improved for the future.

6. **Flexibility:** With the rapid pace of change in technology and business processes, adaptability is highly valued.
   Description: Being adaptable to every situation and using a variety of methods and approaches to achieve the best result.
   Examples: Adapted to new software or tools, shifted priorities based on team needs, worked outside of regular job duties when required, adjusted to feedback, embraced change in organizational direction.

	Experience Examples:	
1	Adapted research methodologies based on preliminary results.	
2	Shifted research focus in response to new literature or findings.	
3	Learned new software or tools relevant to the research.	
4	Adjusted to changes in research team dynamics or collaborations.	
5	Adapted presentations for different/diverse audiences (general public)	
6	Revised research papers based on peer review feedback.	
7	Adjusted to different cultural norms during collaborations or fieldwork.	
8	Adapted to new institutional policies or regulations.	
9	Shifted research priorities based on funding opportunities.	
10	Was open to interdisciplinary approaches and methodologies.	
11	Adjusted teaching or mentoring styles for different students.	
12	Adapted to new academic environments or institutions.	
13	Revised experimental setups based on unforeseen challenges.	
14	Was open to feedback and making changes in research direction.	
15	Adapted to new communication tools or platforms.	
16	Adjusted research goals based on resource availability.	
17	Adapted to changes in the broader academic landscape or job market.	
18	Was open to collaborations outside of the traditional academic sphere.	
19	Adjusted to new ethical guidelines or considerations.	
20	Adapted research for broader societal or policy implications.	
	Total:	

Reflection Prompts:

- What changes or challenges have you encountered, and how did you adapt?

- How have you integrated new skills or methods into your research?

- Describe a time when flexibility was critical to achieving your goals.

7. **Organization:** Being organized ensures efficiency, helps meet deadlines, and keeps projects on track.
Description: Not just about neatness but organizing tasks and projects efficiently.
Examples: Managed time effectively, prioritized tasks, kept a clear workspace, used tools like calendars or task management software, planned and met deadlines.

Experience Examples:		
1	Managed large datasets and ensuring their integrity.	
2	Organized and prioritized tasks to meet research milestones.	
3	Kept detailed lab notebooks or research journals.	
4	Planned and scheduled experiments, fieldwork, or data collection.	
5	Organized academic events, seminars, or conferences.	
6	Managed research grants, budgets, and resources.	
7	Organized and categorized literature for systematic reviews.	
8	Coordinated with multiple collaborators or stakeholders.	
9	Kept track of deadlines for papers, grants, or conferences.	
10	Organized outreach or public engagement events.	
11	Managed student assignments, grades, or feedback.	
12	Organized research data for easy retrieval and analysis.	
13	Coordinated with external organizations for collaborative projects.	
14	Kept track of ethical approvals or regulatory requirements.	
15	Organized workshops or training sessions.	
16	Coordinated with publishers or editors for book projects.	
17	Managed time effectively during intensive research phases.	
18	Organized feedback or input from multiple sources.	
19	Tracked communication with peers, collaborators, or stakeholders.	
20	Effectively balanced personal commitments with professional workloads.	
	Total:	

Reflection Prompts:

- How have you managed overlapping priorities and deadlines?

- Share a time you created a system to stay organized and productive.

- Describe a project where time management was critical to its success.

8. **Attention to Detail:** Ensuring accuracy and thoroughness can prevent costly mistakes and ensure high-quality work.
Description: Ensuring accuracy and thoroughness in tasks.
Examples: Proofread documents, caught errors before product release, noticed inconsistencies in data, followed instructions carefully, observed and remembered specifics about client preferences.

Experience Examples:		
1	Ensured accuracy in experimental procedures.	
2	Proofread research papers for errors or inconsistencies.	
3	Observed subtle changes or patterns during experiments.	
4	Ensured accurate data recording and documentation.	
5	Followed complex research protocols meticulously.	
6	Noticed inconsistencies or gaps in literature reviews.	
7	Ensured ethical guidelines are followed precisely.	
8	Paid attention to feedback details during peer reviews.	
9	Verified citations and references in research publications.	
10	Observed and noted specific behaviors or patterns during fieldwork.	
11	Ensured accurate calibration of lab equipment.	
12	Paid attention to cultural nuances during international research.	
13	Ensured data privacy and confidentiality.	
14	Cross-checked data entries for accuracy in spreadsheets.	
15	Ensured consistent methodology across multiple experiments.	
16	Paid attention to the nuances in qualitative research interviews.	
17	Ensured representation of research participants or stakeholders.	
18	Noticed discrepancies in data sources or databases.	
19	Ensured consistency in data coding or categorization.	
20	Identified broader implications or interpretations of research findings.	
	Total:	

Reflection Prompts:

- How do you ensure quality in your work, even under time constraints?

- Describe a time when attention to detail prevented a mistake or improved outcomes.

- Share an example where precision was critical to a project's success.

9. Creativity: As businesses seek to innovate and differentiate themselves in the market, creative thinking is increasingly important.
Description: Thinking outside the box and coming up with innovative solutions.
Examples: Brainstorming new ideas, designing unique marketing campaigns, finding new ways to engage customers, improvising in unexpected situations, developing new products or services.

	Experience Examples:	
1	Proposed novel research questions or hypotheses.	
2	Designed unique experimental setups or methodologies.	
3	Designed novel methodologies to study historical patterns (Humanities).	
4	Conceptualized new theories or models based on empirical findings.	
5	Found creative ways to present or visualize complex data.	
6	Brainstormed new angles or perspectives on established topics.	
7	Created engaging video tutorials to explain complex research.	
8	Developed new tools, software, or techniques for research.	
9	Thought of innovative ways to engage the public with research findings.	
10	Developed simulation models to predict future outcomes.	
11	Designed unique courses or curricula.	
12	Found creative ways to collaborate across disciplines.	
13	Developed new methodologies to address limitations in existing ones.	
14	Create innovative uses of research findings in real-world scenarios.	
15	Designed engaging and interactive academic presentations.	
16	Created educational tools or resources based on research.	
17	Brainstormed new funding or outreach opportunities.	
18	Developed novel ways to analyze or interpret data.	
19	Designed experiments that combine multiple research methods.	
20	Thought of creative ways to address ethical dilemmas in research.	
	Total:	

Reflection Prompts:

- How do you approach generating new ideas or solving problems creatively?

- Share a project where your creativity led to unique results.

- Describe a time you combined disciplines or tools to create something new.

10. Responsibility: Accountability and responsibility builds trust with employers and colleagues.
Description: Accountable for one's actions and duties.
Examples: Met deadlines, owned up to mistakes, followed through on commitments, punctuality, protecting organizational assets and information.

	Experience Examples:	
1	Ensured ethical standards are upheld in all research activities.	
2	Delivered grant applications and publications on time consistently.	
3	Took ownership of mistakes or errors in research.	
4	Ensured the safety and well-being of research participants.	
5	Maintained the confidentiality and privacy of sensitive research data.	
6	Met goals outlined in funding proposals or grants.	
7	Upheld the integrity and reputation of the academic institution.	
8	Provided accurate and honest reporting of research findings.	
9	Ensured proper citations and giving credit to collaborators.	
10	Took ownership of independent projects from start to finish.	
11	Ensured proper storage and backup of research data.	
12	Responsible for the broader societal implications of research findings.	
13	Ensured proper training and safety protocols in labs or fieldwork.	
14	Took responsibility for continuous professional development.	
15	Ensured transparent communication with research stakeholders.	
16	Took responsibility for the environmental impact of research activities.	
17	Ensured proper and respectful engagement with research communities.	
18	Responsible for the dissemination & accessibility of research findings.	
19	Ensured proper collaboration agreements or contracts.	
20	Responsible for long-term sustainability & impact of research projects.	
	Total:	

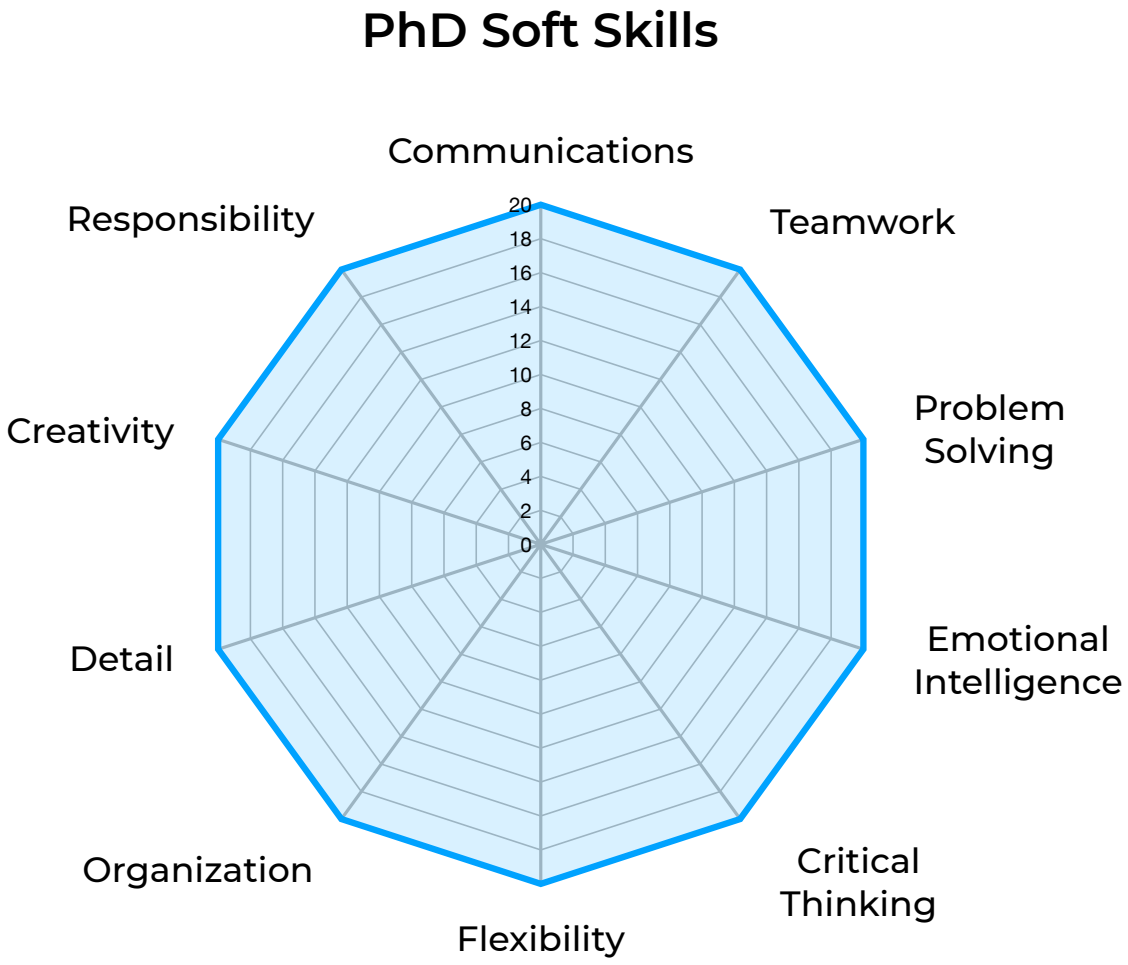
Reflection Prompts:

- What challenges have you faced when collaborating, and how did you overcome them?

- How have you contributed to a team's success? Provide specific examples.

- Describe a project where teamwork was essential to achieving the outcome.

	Soft Skills	Total
1	Communication	
2	Teamwork	
3	Problem Solving	
4	Emotional Intelligence	
5	Critical Thinking	
6	Flexibility	
7	Organization	
8	Attention to Detail	
9	Creativity	
10	Responsibility	



Hard

Transferable Skills

Hard Transferable Skills

1. **Data Analysis**: In the age of big data, the ability to gather, interpret, and utilize data effectively is paramount for many industries, from tech to finance to marketing.
   Description: The ability to gather, interpret, and present data in a meaningful way.
   Examples: Statistical analysis with software like SPSS, data visualization with tools like Tableau, predictive modeling, A/B testing for marketing campaigns, data-driven decision-making.

	Experience Examples:	
1	Applied genomic data to identify gene expression patterns.	
2	Interpreted time-series data to understand climate change trends.	
3	Principal component analysis to reduce dimensionality in datasets.	
4	Regression models to predict outcomes based on input variables.	
5	Factor analysis to understand underlying variables in research.	
6	Used machine learning algorithms to classify data into categories.	
7	Applied spatial data to study geographical patterns.	
8	Conducted survival analysis in medical research.	
9	Applied Fourier transform techniques in signal processing.	
10	Used network analysis to study relationships in complex systems.	
11	Conducted sentiment analysis on textual data.	
12	Analyzed image data using convolutional neural networks.	
13	Applied hierarchical clustering to group data based on similarities.	
14	Path analysis to understand direct & indirect effects in models.	
15	Analyzed audio data for speech recognition research.	
16	Monte Carlo simulations to predict outcomes in uncertain scenarios.	
17	Conducted meta-analysis to combine results from multiple studies.	
18	Analyzed video data for behavioral research.	
19	Applied differential equations to model dynamic systems.	
20	Conducted phylogenetic analysis in evolutionary research.	
	Total:	

Reflection Prompts:

- How have you handled large or complex datasets in your research?

- Describe a time when your analysis influenced key decisions or outcomes.

- What tools or software have you used to analyze and interpret data?

2. **Computer Software & Application Knowledge**: As digital tools become integral to almost every job function, proficiency in relevant software and applications is a must.
   Description: Proficiency in using various computer software and applications relevant to specific job roles.
   Examples: Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Creative Suite (Photoshop, Illustrator), CRM software (Salesforce, HubSpot), programming languages (Python, Java), data analysis tools (R, MATLAB).

	Experience Examples:	
1	Used MATLAB for complex mathematical modeling.	
2	Employed SPSS or R for statistical data analysis.	
3	Utilized Python or Java for computational research.	
4	Applied bioinformatics tools like BLAST for genomic studies.	
5	Used CAD software for equipment or apparatus design.	
6	Leveraging EndNote or Zotero for reference management.	
7	Employed LaTeX for academic paper writing.	
8	Used ImageJ for image analysis in biological studies.	
9	Utilized molecular modeling software like ChemDraw.	
10	Used GIS software for geographical data analysis.	
11	Employed ANSYS for engineering simulations.	
12	Using LabVIEW for instrument control and data acquisition.	
13	Utilized GROMACS for molecular dynamics simulations.	
14	Used Tableau for data visualization.	
15	Employed E-Prime for designing psychological experiments.	
16	Used LAMMPS for atomic-scale simulations.	
17	Utilized COMSOL for multiphysics modeling.	
18	Utilizing QGIS for spatial data analysis.	
19	Employed Cytoscape for network data visualization.	
20	Used CrystalMaker for crystallographic visualization	
	Total:	

Reflection Prompts:

- How have you used software to streamline processes or improve efficiency?

- Describe a project where software proficiency was critical to your success.

- What software tools have you mastered during your training or work?

3. **Project Management**: Efficiently overseeing projects, managing resources, and ensuring timely delivery is crucial in most sectors, especially as remote work becomes more prevalent.
   Description: Overseeing projects from inception to completion, ensuring they meet objectives and are delivered on time.
   Examples: Developed project timelines and milestones, resource allocation & budgeting, risk assessment & mitigation, evaluated project outcomes against objectives.

	Experience Examples:	
1	Managed a multi-year research grant, ensuring milestones are met.	
2	Coordinated team members for collaborative research projects.	
3	Oversaw procurement and maintenance of lab equipment.	
4	Planned and executed fieldwork or data collection phases.	
5	Organized & leaded team meetings to discuss research progress.	
6	Allocated tasks among team members based on expertise.	
7	Monitored project timelines to ensure timely publication of results.	
8	Managed ethical approval process for human or animal research.	
9	Coordinated with external collaborators or institutions.	
10	Oversaw data management, storage, and backup protocols.	
11	Managed risks, such as equipment malfunction or data loss.	
12	Coordinated public dissemination activities related to the project.	
13	Managed the peer review process for research publications.	
14	Oversaw training and mentoring of junior researchers or students.	
15	Coordinated collaborations on complex research questions.	
16	Managed the budget and financial aspects of the research grant.	
17	Oversaw preparation & presentation of research findings.	
18	Coordinated with industry partners for applied research projects.	
19	Managed intellectual property issues, such as patent applications.	
20	Oversaw data analysis and interpretation phase to ensure validity.	
	Total:	

Reflection Prompts:

- What project management tools or methodologies have you used?

- How did you allocate resources effectively for a complex project?

- Describe a project where you successfully managed competing priorities.

4. **Design + Design Thinking**: User experience and innovation, design skills and the ability to approach problems creatively are highly valued.
   Description: The ability to conceptualize, visualize, and design products or solutions using creative processes.
   Examples: Graphic design for marketing materials, user Interface (UI) design for apps, product prototyping, user Experience (UX) design, branding and logo design.

	Experience Examples:	
1	Designed a novel experimental setup.	
2	Prototyped a new lab instrument.	
3	Applied design thinking to interdisciplinary research challenges.	
4	Designed visual abstracts for research papers.	
5	Created infographics to explain complex theories.	
6	Prototyped software interfaces for research tools.	
7	Designed surveys or questionnaires for data collection.	
8	Applied user-centered design for research tools aimed at public use.	
9	Designed educational materials for academic courses.	
10	Created interactive simulations to explain complex concepts.	
11	Designed a research poster for a conference.	
12	Applied design principles in data visualization.	
13	Designed a user-friendly database for research data.	
14	Created 3D models of molecular structures.	
15	Designed a website or blog to showcase research findings.	
16	Applied ergonomic design in lab setups.	
17	Designed outreach materials for public engagement.	
18	Created animations or videos to explain research methodologies.	
19	Designed a logo or brand for a research group or project.	
20	Applied design thinking in curriculum development.	
	Total:	

Reflection Prompts:

- Describe a time you integrated feedback into the design of a project or product.

- What innovative solutions have you developed that improved processes or outcomes?

- How have you applied creative thinking to overcome challenges in your research?

5. **Marketing**: As businesses compete in a global market, effective marketing strategies and understanding of digital marketing tools can make a significant difference.
   Description: Promoting products or services to increase sales, brand awareness, and customer engagement.
   Examples: Digital marketing campaigns, market research and analysis, content creation and strategy, social media marketing, Search Engine Optimization (SEO).

	Experience Examples:	
1	Promoted research through academic journals and conferences.	
2	Engaged with the media to highlight significant research breakthroughs.	
3	Organized workshops or seminars to share research methodologies.	
4	Online presence through academic profiles, personal websites, or blogs.	
5	Collaborated with university's public relations for research promotion.	
6	Engaged with industry to explore practical applications of research.	
7	Utilized social media platforms to share research updates and findings.	
8	Public talks or lectures to promote research to a broader audience.	
9	Collaborated with other researchers for joint publications or projects.	
10	Used alumni networks for research collaborations or funding.	
11	Articles or opinion pieces for popular science magazines or websites.	
12	Participated in academic podcast interviews or webinars.	
13	Public exhibitions or demonstrations related to research projects.	
14	Engaged with policymakers on the implications of research findings.	
15	Collaborate with educators to integrate research findings into curricula.	
16	Used academic networking platforms like ResearchGate.	
17	Participated in academic outreach programs in schools or communities.	
18	Engaged with potential donors or sponsors for research funding.	
19	Collaborate with commercial entities for product development	
20	Organized & participated in academic networking events/symposiums.	
	Total:	

Reflection Prompts:

- How have you measured the impact of your digital outreach?

- What digital tools have you used to enhance research communication?

- Describe a time when digital strategies amplified your project's success.

6. **Programming & Coding:** The ability to write, debug, and maintain code in various programming languages to develop software, automate tasks, or analyze data.
   Description: Programming and coding to create scripts, software, or algorithms to solve problems, process data, or build applications.
   Examples: Wrote a Python script to automate data cleaning and analysis for a large dataset, improved efficiency and reducing the potential for manual errors.

	Experience Examples:	
1	Wrote Python scripts to automate repetitive data cleaning tasks.	
2	Developed R scripts for statistical analysis and visualization.	
3	Built machine learning models for predictive research.	
4	Created MATLAB code for image processing in engineering projects.	
5	Designed web applications using JavaScript for data visualization.	
6	Implemented APIs to integrate external datasets into workflows.	
7	Debugged complex code for computational biology projects.	
8	Developed simulation tools using C++ for physics experiments.	
9	SQL queries to extract and manipulate data from relational databases.	
10	Used shell scripting to automate file processing workflows.	
11	Contributed to open-source software projects for academic use.	
12	Created interactive dashboards using HTML, CSS, and JavaScript.	
13	Programmed neural networks for deep learning research in AI.	
14	Developed mobile apps for citizen science data collection.	
15	Automated experimental setups using LabVIEW.	
16	Built Jupyter Notebooks for reproducible research workflows.	
17	Trained colleagues on best practices in coding and software use.	
18	Used GitHub for version control in collaborative projects.	
19	Wrote custom scripts to analyze large genomic datasets.	
20	Designed games for education using Unity and C#.	
	Total:	

Reflection Prompts:

- Describe a time your coding skills solved a significant problem or improved efficiency.

- What programming languages have you mastered, and how have you applied them?

- How have you documented your code for future use or collaboration?

7. **Negotiation**: Effective negotiation can lead to better business deals, improved working conditions, and successful conflict resolution.
   Description: Skillfully navigating and reaching agreements to benefit all parties involved.
   Examples: Contract negotiations, salary and benefits negotiations during hiring, vendor and supplier negotiations, resolved disputes or conflicts, negotiated collaboration terms with partners.

Experience Examples:		
1	Negotiated access to rare or restricted datasets.	
2	Collaborated with other researchers to share resources or equipment.	
3	Negotiated authorship order in multi-author publications.	
4	Secured collaborations with industry partners for applied research.	
5	Negotiated terms for licensing research innovations.	
6	Collaborated with international labs for joint research projects.	
7	Negotiated with publishers or editors regarding publication terms.	
8	Secured access to specialized facilities for specific experiments.	
9	Negotiated funding terms with grant agencies.	
10	Collaborated with NGOs or government agencies for fieldwork access.	
11	Negotiated with conference organizers for special sessions.	
12	Secured permissions for using copyrighted materials in research.	
13	Negotiated with software vendors for academic licenses.	
14	Collaborated with interdisciplinary teams to combine expertise.	
15	Negotiated with peer reviewers to address feedback.	
16	Secured agreements for long-term research collaborations.	
17	Negotiated with institutions for sabbatical or research leave.	
18	Collaborated with companies for product development research.	
19	Negotiated with communities for anthropological research access.	
20	Secured agreements for data sharing or open access publishing.	
	Total:	

Reflection Prompts:

-Reflect on when you navigated a challenging negotiation to secure resources, funding, or access for your research.

-Evaluate how you balanced competing priorities or perspectives during a negotiation to achieve a positive outcome.

-Consider a situation where you reached a mutually beneficial agreement in a collaboration or partnership. What strategies did you use?

8. **Administrative Writing**: Clear communication, especially in formal documents, reports, and emails, ensures smooth business operations.
   Description: Producing formal and structured documents or communications for administrative purposes.
   Examples: Official memos, notices, reports or summaries, wrote proposals, grant applications, drafted policies or procedures, prepared meeting minutes or agendas.

Experience Examples:		
1	Drafted research grant proposals.	
2	Wrote detailed methodologies for academic papers.	
3	Prepared comprehensive literature reviews.	
4	Documenting standard operating procedures for lab experiments.	
5	Wrote annual progress reports for research grants.	
6	Drafted correspondence with journal editors or reviewers.	
7	Wrote research abstracts for conference submissions.	
8	Documented case studies or fieldwork observations.	
9	Prepared meeting minutes for research team meetings.	
10	Wrote research project summaries for non-expert audiences.	
11	Ethical approval applications for research involving humans or animals.	
12	Wrote research project updates for stakeholders or sponsors.	
13	Prepared teaching materials or course outlines.	
14	Wrote book chapters or monographs based on research findings.	
15	Drafted patent applications for research innovations.	
16	Wrote research collaboration agreements or contracts.	
17	Prepared research data management plans.	
18	Wrote outreach or public engagement materials related to research.	
19	Drafted policy recommendations based on research findings.	
20	Wrote research project evaluations or post-project reviews.	
	Total:	

Reflection Prompts:

- Describe a challenging writing task you successfully completed.

- How have your writing skills contributed to the success of projects or collaborations?

- What types of documents have you written, and who were the audiences?

9. **Foreign Language**: As businesses expand globally, the ability to communicate in multiple languages can be a significant asset.
Description: Proficiency in languages other than one's native tongue.
Examples: Translated documents or communications, conducted business in multiple languages, interpreter during meetings or events, taught or tutored in a foreign language, engaged in international research or collaborations.

	Experience Examples:	
1	Read academic papers or sources not available in one's native language.	
2	International research with communication in another language.	
3	Researched presentations at where another language is dominant.	
4	Conducted fieldwork in regions where a different language is spoken.	
5	Translated research instruments for use in multilingual studies.	
6	Academic exchanges or fellowships in non-native speaking countries.	
7	Taught or assisted in courses taught in a foreign language.	
8	Participated in international research webinars or online courses.	
9	Collaborated on multilingual research projects or publications.	
10	Engaged with international peer reviewers or editors for publication.	
11	Transcribed and translated interviews conducted in a foreign language.	
12	Interdisciplinary research that required knowledge of specific language.	
13	Reviewed foreign language academic papers for journals or conferences.	
14	Collaborated with communities in foreign countries for research.	
15	Used foreign language databases or archives for research.	
16	Networked with international academics/professionals at global events.	
17	Engaged in cultural immersion to better understand research contexts.	
18	Collaborated with translators or interpreters for international projects.	
19	Researched articles in a foreign language for international journals.	
20	Engaged in linguistic research with proficiency in multiple languages.	
	Total:	

Reflection Prompts:

- Describe a time your foreign language skills added value to a project.

- How have you used your language skills in academic or professional settings?

- What challenges did you overcome while working in a multilingual environment?

10. **Mathematics**: While it might seem fundamental, strong mathematical skills are essential in sectors like finance, engineering, and certain scientific research areas.
Description: The ability to apply mathematical concepts and techniques to solve problems.
Examples: Statistical analysis, budgeting and financial forecasting, mathematical modeling, calculating ROI for projects, applied mathematical theories in research.

	Experience Examples:	
1	Applied calculus to understand changes in dynamic systems.	
2	Used linear algebra in computer graphics research.	
3	Applied statistical tests to validate research hypotheses.	
4	Used differential equations to model biological systems.	
5	Applied game theory in economic research.	
6	Used topology in advanced physics research.	
7	Applied optimization techniques in operations research.	
8	Used geometry in computer vision research.	
9	Applied probability theory in risk analysis.	
10	Used abstract algebra in cryptography research.	
11	Applied numerical methods to solve complex equations.	
12	Used combinatorics in computer science research.	
13	Applied mathematical logic in theoretical computer science.	
14	Used graph theory in network analysis.	
15	Applied stochastic processes in financial modeling.	
16	Used mathematical modeling to simulate real-world scenarios.	
17	Applied Fourier analysis in signal processing.	
18	Used tensor calculus in general relativity research.	
19	Applied mathematical proofs in theoretical research.	
20	Used fractal geometry in pattern recognition research.	
	Total:	

Reflection Prompts:

-Evaluate how you've used mathematics to model real-world scenarios or predict outcomes.

-Consider when your mathematical skills improved the accuracy or efficiency of a task or analysis.

-Reflect on a project where you applied mathematical concepts or techniques to solve a complex problem.

	Hard Skills	Total
1	Data Analysis	
2	Computer Software & Application Knowledge	
3	Project Management	
4	Design + Design Thinking	
5	Marketing	
6	Programming & Coding	
7	Negotiation	
8	Administrative Writing	
9	Foreign Language	
10	Mathematics	

