

Transferable skills

Adapted from list by Kerstin Fritsches/PostDocTraining.com (inspired by David Jensen)

Initiative

Are you a self-starter, coming up with your own ideas and implementing them? Examples of where you have gone the extra mile, either with your own project or as part of a larger project

Willingness to learn

Are you a lifelong learner (courses, training)? Also, non-work examples (sports, language)

Communication skills

One-way and two-way communication skills, listening and hearing. Writing skills: Variety of styles, channels, and audiences.

Teamwork skills (often not considered a strength of academics)

Have you contributed to a team's success or managed complex/difficult teams? How did you motivate, enable, 'grow' others? Important to create track record of this (within/outside work)

Job-related/technical/hard skills

Important for starting the position with authority, even at junior level. Helps leader understand team, command credibility quickly. Depending on position a 'personal fit' can be more important

Multi-disciplinary skill sets

Formal training may not be required. Did you learn to programme, work with biological systems, or have business experience? Evidence that you can successfully work across different discipline cultures and manage diversity

Customer service

Your customer in academia: Supervisor, students, colleagues, university administration, funding agencies, external partners, media. Your goals and results are not achieved in isolation: How do you identify customer needs and how do you help them succeed?

Adaptability/resilience

Flexibility and dealing with change while keeping the goal in mind. Examples of how you managed change. Perseverance in the face of obstacles

Ambition/desire to grow

What is your future potential, career aspirations? Track record of 'growing' self and others

Salesmanship

Can you sell yourself and your ideas? Examples: getting grants, selling ideas to supervisor