**Skills Audit Template**

Research Staff

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This template is designed to help you evaluate your own skills, identify what strengths you have, and what areas you may need to develop. It is based around the skills categories defined in our Skills Guide for Research Staff. You may therefore wish to have a copy to hand to refer to.

As well as the Skills Guide, you may wish to gather any additional supporting information available to you regarding the skills required for your job. It may be helpful to use a job description or a project grant proposal

How do I start?

There are many reasons why you might want to review your skills: to prepare for an appraisal or review meeting; apply for a new job; or positively present your skills, knowledge and experience on paper as preparation for an interview.

Firstly, think of the purpose for doing your review.

You may then want to think about your work history to date and start to make notes about your own achievements. For example, you might wish to think about skills developed through the following:

* Projects, tasks, objectives and goals you have completed.
* What you specifically did and/or what your role was in an activity.
* What you achieved and the impact of your work.
* What has gone well, what has gone not so well and what you’d like to change?

Many people, when completing such an audit, also like to consider what skills they need to further their own career, i.e. skills that may be needed when applying for future potential job roles. You may wish to make notes on this too to help you complete the audit template.

Completing the audit template

We’ve headed up each area of the template under the headings in our skills guide. This is purely to give you some initial structure: you don’t have to have or show every skills area in the guide. Take some time to go through this audit and reflect on your skill areas. For each section, complete the following:

**For Skill Area**: We’ve used headings from the Skills Guide, so there is not much to add here. We’d encourage you think though of any additional skills areas not covered, specifically any technical skills that are particularly relevant to you. You can add extra skills area headings at the end.

**For Skill Description**: Use the Skills Guide and/or your supporting information to define each specific skill that you need in your job, and/or to support your career progress. Add as many skills in each area as is applicable.

**For Evidence of Skill**: Record activities, experiences or events you played a part in that shows your ability in each particular skill. It may be you have already lots of experience in an area. It may be you have just a small amount of experience or none at all (i.e. for those areas you wish to develop in future).

That is OK. It is important that you think honestly and widely, and don’t just focus on skills you already have and do well.

**How I’m doing:** Try to define what level you think you’re at (i.e. doing really well, good basic understanding/competence, needs improvement, etc.)

Be honest and don’t underestimate yourself.

After you’re done

Hopefully, if you’ve taken some time doing this, you’ll have a good written overview of skills you’ve developed and of the real breadth of skills you hold. We hope you’ll find this a useful record to have.

You may also find it useful to highlight areas that you would like to work on and develop. Skills that you feel you need to improve in and are important to you and your job/career should be prioritised for action.

You can record these actions you want to achieve on a development plan. A planner template is available on the Plan your Development web page for use in recording how you might manage your development over the next few months (i.e. what you plan to do, how, and by when.)

You’ll also want to check out our Courses and Events, and our Learning Resources pages to see what development options are available.

Example Audit Template

Skills, knowledge and attributes I need for my job and future career.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Communication and Dissemination | Demonstrate effective verbal presentation skills | I have presented a number of well-received conference talks, delivered internal seminars to fairly large audiences. Received mostly positive feedback; would like to tackle nerves though! | I do this well; room for some improvement |
| Personal and interpersonal | Manage yourself, your time, your workload and work-life balance | I aim to set some basic ‘to do’ lists every day; aim to set blocks of time aside to work on specific tasks (though doesn’t always happen!) | I wish to improve |

Blank template for you to complete

We’d encourage you to complete this electronically so you can add/delete rows as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Research Skills |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Personal and interpersonal |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Communication and Dissemination |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Business and Management |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Teaching and Learning |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Commercialisation, Knowledge Transfer and Exchange |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill area** | **Description of specific skill** | **Evidence of skill** | **How am I doing?** |
| Other Skills Area (complete as needed) |  |  |  |
|  |  |  |  |
|  |  |  |  |