

# Skills Gap Analysis Worksheet

Take some time to reflect on the skills that you currently have and the skills that you aspire to develop

## Instructions

### Step 1 Reflect on Your Resume and Goals Worksheets

Review the Goals worksheets. It should illustrate where you want go.

### Step 2 Identify What's Needed

In the worksheet below, list the experience, knowledge, and/or skills that you require.

### Step 3 Assess Your Current State

Enter the experience, knowledge, and/or skills that you currently have.

### Step 4 Compare the Lists

You want to identify the following:

Required Skills	My Current Experience, Knowledge, and/or Skills	Experience, Knowledge, and/or Skills I DON'T currently have:
	Skill Level:	Skill Level:
	•	•
	•	•
	•	•
	•	•
	•	•

### Step 5 Assess Your Competency Level

For the experience, knowledge, and/or skills required in the future that you CURRENTLY HAVE, assign your level of competency on the following four-point scale:

4 = Excellent

3 = Good

2 = Needs Some Improvement 1 =

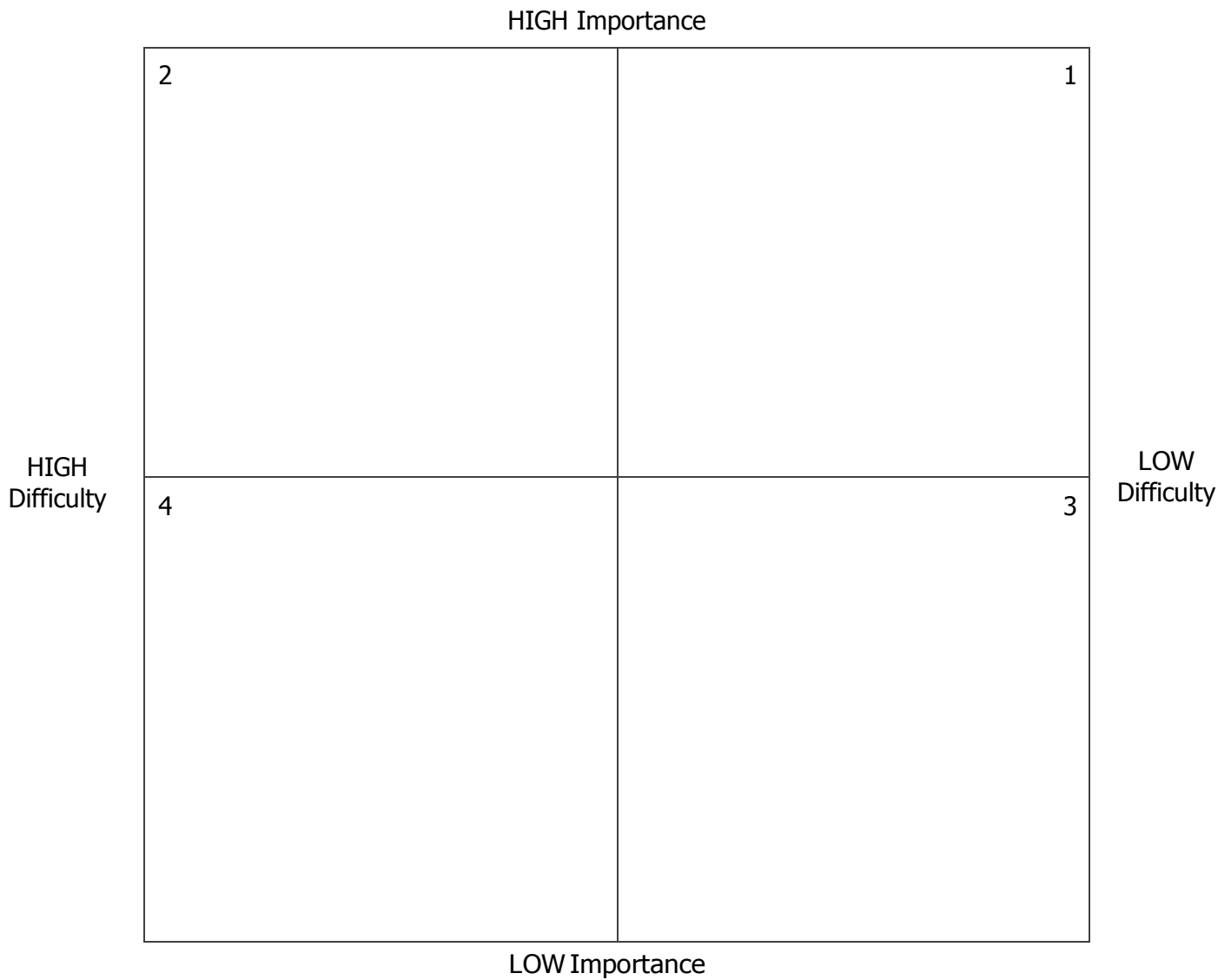
Needs Much Improvement

**Step 6 Prioritize the Actions**

Prioritize the skills you identified as needed as well as the skills you have but may need to strengthen. Do this in terms of their importance to achieving your optimal future, as well as their degree of difficulty (amount of effort, time, resources).

Your actions will fall into the following four general categories:

1. HIGH Importance and LOW Difficulty.
2. HIGH Importance and HIGH Difficulty.
3. LOW Importance and LOW Difficulty.
4. LOW Importance and HIGH Difficulty.



**Step 7 Create Your Action Plan**

Start with the actions that HIGH in Importance and LOW in Difficulty. This will allow you to get some quick wins.

Action Item	Description of Required Action	Starting Date	Ending Date	Costs	Individuals with this Skill

As you complete each action, move to your next priority. You may be able to take multiple actions at the same time, but keep in mind that it's better to complete one action well than to have several actions that are incomplete.