Skills audit

The exercise is designed to help you to evaluate your abilities in relation to the key skills employers look for in graduate recruits.

Please answer all the questions by ticking the relevant box.

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| --- | --- | --- | --- | --- |
|  |  | Yes | No | Don’t know |
| 1. | I am confident about my ability to adapt my writing style to a variety of documents (e.g. essays, reports, letters). | □ | □ | □ |
| 2 | I listen attentively and seek to understand what other people say. | □ | □ | □ |
| 3. | I am confident in giving presentations to small groups. | □ | □ | □ |
| 4. | I have recently worked as a part of a team towards a goal or to complete a task. | □ | □ | □ |
| 5 | I consistently meet and/or exceed targets. | □ | □ | □ |
| 6. | I am confident about my ability to identify the component parts of a complex problem before tackling the problem as a whole. | □ | □ | □ |
| 7. | I regularly analyse my performance and try to learn from it. | □ | □ | □ |
| 8. | I actively identify ways of improving my own performance. | □ | □ | □ |
| 9. | I am familiar with the functions of a calculator and confident in applying them. | □ | □ | □ |
| 10. | I am confident about using the software packages used on my course | □ | □ | □ |
| 11. | I usually plan an outline or structure before stating an essay or assignment. | □ | □ | □ |
| 12. | I am usually able to establish a rapport with people from a range of backgrounds | □ | □ | □ |
| 13. | I use appropriate visual aids when giving a presentation e.g. graphs, charts or pictures included on slides. | □ | □ | □ |
| 14. | I have made a substantial contribution to the planning and co-ordination of a group’s work. | □ | □ | □ |
| 15. | I plan ahead and work to a schedule to meet deadlines. | □ | □ | □ |
| 16. | I can assimilate, analyse and evaluate large amounts of complex information in order to draw logical conclusions. | □ | □ | □ |
| 17. | I am able to make sound decisions quickly. | □ | □ | □ |
| 18. | I can apply what I learn from one experience to new situations. | □ | □ | □ |
| 19. | I understand statistical data, e.g. as presented in news stories or company reports. | □ | □ | □ |
| 20. | I can usually work out how to complete an unfamiliar task on a computer (by using the software’s Help menu, supporting documents etc). | □ | □ | □ |
| 21 | I can write concise reports, summarising events or situations. | □ | □ | □ |
| 22. | I can give constructive feedback to others. | □ | □ | □ |
| 23. | I am able to capture and hold the audience’s attention when I give a presentation. | □ | □ | □ |

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| --- | --- | --- |
| 24. | I understand how other people’s ideas and opinions can enhance the outcome of a team activity. | □ □ □ |
| 25. | I prioritise my workload. | □ □ □ |
| 26 | I try new ways of approaching problems such as brainstorming or mind- mapping. | □ □ □ |
| 27. | I set myself challenging yet achievable goals and targets. | □ □ □ |
| 28. | I respond readily when situations and priorities change. | □ □ □ |
| 29. | I can interpret numerical data presented in a graphical form (e.g. pie charts, histograms, etc). | □ □ □ |
| 30. | I word process most of my submitted essays/assignments. | □ □ □ |
| 31. | I adapt my writing style according to the needs of the people who will read it. | □ □ □ |
| 32. | I can explain a point of view verbally, in a way that others find easy to understand. | □ □ □ |
| 33. | I know how to use the space and resources available to make my presentations more effective, e.g. by changing seating arrangements, lighting levels etc. | □ □ □ |
| 34. | I recognise and respect the values and attitudes of other team members. | □ □ □ |
| 35. | I have been responsible for organising activities involving other people. | □ □ □ |
| 36 | I am able to apply theoretical knowledge to practical situations. | □ □ □ |
| 37. | I pursue activities outside my degree course in order to enhance my personal development. | □ □ □ |
| 38. | I tend to initiate change before circumstances absolutely demand it. | □ □ □ |
| 39. | I usually have a good idea of how much my grocery bill will be before I reach the checkout. | □ □ □ |
| 40. | I regularly use e-mail | □ □ □ |
| 41. | I always check my written documents carefully for grammar and spelling mistakes. | □ □ □ |
| 42. | I can negotiate with a group of people to reach a mutually agreeable  decision about an important issue. | □ □ □ |
| 43. | I can adapt my presentations to suit a variety of audiences. | □ □ □ |
| 44. | I have recent experience of motivating, directing and leading others. | □ □ □ |
| 45. | I can handle a range of activities simultaneously in order to meet deadlines. | □ □ □ |
| 46. | I actively assess the consequences of different courses of action. | □ □ □ |
| 47. | I normally perform to a standard beyond that of which is demanded of me. | □ □ □ |
| 48. | I can work effectively under pressure and find ways to manage stress. | □ □ □ |
| 49. | I can work out how much something will cost if I am offered a discount as a percentage. | □ □ □ |
| 50. | I regularly use IT (e.g. new software packages, online resources, social  media and databases) to help me research study topics. | □ □ □ |

**Scoring your audit**

Having completed the Skills Audit Questionnaire you should now analyse the results using the table.

Each question answered relates to one of the identified key skills – count the number of YES ticks to calculate your score for each skill

# KEY SKILL QUESTIONS SCORE

Written Communication 1.N 11.DK 21.Y 31.N 41.Y

1/5

Interpersonal communication 2.Y 12.N 22.DK 32.N 42.N

1/5

Oral presentation 3.N 13.Y 23.N 33.N 43.N

1/5

Teamwork 4.Y 14.DK 24.N 34.N 44.Y

2/5

Planning & organising 5.Y 15.Y 25.Y 35.Y 45.N

4/5

Problem solving 6.Y 16.Y 26.Y 36.Y 46.Y

5/5

Initiative 7.N 17.N 27.Y 37.N 47.Y

2/5

Adaptability 8.Y 18.N 28.Y 38.Y 48.Y

4/5

Numeracy 9.Y 19.Y 29.Y 39.Y 49.Y

5/5

Computer literacy 10.Y 20.Y 30.Y 40.N 50.Y

4/5

By looking at the table you can see where your strengths lie, along with areas for development. In addition, if you answered NO to any of the questions, you have simply highlighted for yourself a specific area for improvement. If you have some DON’T KNOWS, you might like to discuss them with a careers adviser, tutor or friend.

Use your work experience to build on your strengths and to improve your areas for development.

# Skills portfolio

Pull out experiences where you have developed the skills that received 4 or 5 out of

5. This will be useful to refer back to.

Skill:

Skill:

e.g. Skill: communication

persuading my boss to accept an idea for improving the stock handling system in my bar job

My developed skills

# Skills development

Take a look at the skills scored 3 or under. You may want to take some time to develop these skills throughout the next year.

|  |  |  |
| --- | --- | --- |
| **Skill** | **Activity / how will you do this?** | **Time** |
| e.g. Leadership | I will volunteer to organise the Christmas party for the  Squash Society. | Dec 2018 |
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