

Skills Analysis

Student Name:	Jan Hanson	Date last updated:	18/03/2016
Manager Name:	Richard Ruth	Date approved by manager:	18/03/2016
Tutor Name:	Tracy Hall	Date approved by tutor:	21/03/2016

Please rate current level of skills currently agreed as relevant to the job using the scale below:

1. Unacceptable.
2. Performance not fully up to requirements. Some improvement necessary.
3. Performance fully meets normal requirements of a placement student.
4. Performance significantly above requirements.
5. Outstanding.

Skill	Rating (1-5)	Action for improvement
Ability to take initiative	4	If a problem is spotted talk to the appropriate member of staff, even if they may not be initially receptive to the idea.
Time Management	3	Work on improving the self assessment of deadline timescales
Prioritising work	4	Take time occasionally to assess whether the work currently being done is providing the most benefit at this time
Teamwork	3	Work on closer communication with team members
Interviewing technique	4	Interviewing stance could be a little on the passive side, take a slightly more aggressive/assertive role in the interview
Negotiation skills	4	Work on not backing down so easily
General communication skills	4	Learn to communicate technical concepts to non technical people.
Ability to benefit from constructive criticism	3	Act more decisively regarding the constructive criticism offered to rectify the problem at hand.
Ability to understand instructions	5	No action needs to be taken
Research skills	5	No action needs to be taken
Computer literacy	5	No action needs to be taken
Ability to extract core problem	5	No action needs to be taken
Problem solving skills	5	No action needs to be taken
Ability to deal with changing requirements	4	It could be beneficial to treat changes in requirements as a new challenge as opposed to an inconvenience that needs to be dealt with.