# **Skills Assessment Worksheet**

## **Technical Skills Inventory**

**Rate each skill: 1 = Beginner, 2 = Developing, 3 = Proficient, 4 = Advanced, 5 = Expert**

### **Programming & Development**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Current Level** | **Target Level** | **Evidence/Examples** |
| HTML/CSS | \_\_\_ | \_\_\_ |  |
| JavaScript | \_\_\_ | \_\_\_ |  |
| Python | \_\_\_ | \_\_\_ |  |
| React | \_\_\_ | \_\_\_ |  |
| Node.js | \_\_\_ | \_\_\_ |  |
| Git/GitHub | \_\_\_ | \_\_\_ |  |
| Database (SQL) | \_\_\_ | \_\_\_ |  |
| Other: \_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ |  |

### **Tools & Platforms**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Current Level** | **Target Level** | **Evidence/Examples** |
| VS Code/IDEs | \_\_\_ | \_\_\_ |  |
| Command Line | \_\_\_ | \_\_\_ |  |
| Cloud Platforms (AWS/Azure) | \_\_\_ | \_\_\_ |  |
| Project Management Tools | \_\_\_ | \_\_\_ |  |
| Design Software | \_\_\_ | \_\_\_ |  |
| Other: \_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ |  |

## **Transferable Skills Assessment**

### **Communication Skills**

**Rate 1-5 and provide examples:**

* **Written Communication:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Verbal Presentation:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Active Listening:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Cross-functional Collaboration:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

### **Problem-Solving Skills**

* **Analytical Thinking:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Creative Solutions:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Debugging/Troubleshooting:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Research & Learning:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

### **Leadership & Project Management**

* **Team Leadership:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Project Planning:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Time Management:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Mentoring Others:** \_\_\_ *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

## **Industry Knowledge**

**Rate your understanding of:**

* Agile/Scrum methodology: \_\_\_
* Software development lifecycle: \_\_\_
* User experience (UX) principles: \_\_\_
* Cybersecurity basics: \_\_\_
* Data privacy regulations: \_\_\_
* Tech industry trends: \_\_\_

## **Skills Gap Analysis**

**Compare your current skills to your target role:**

### **Target Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Required Skills I Have:**

### **Skills I Need to Develop:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Importance** | **Current Gap** | **Learning Plan** |
|  | High/Med/Low | Large/Med/Small |  |
|  | High/Med/Low | Large/Med/Small |  |
|  | High/Med/Low | Large/Med/Small |  |

### **Skills I Can Transfer:**

**From previous experience to tech:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ → \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ → \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ → \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Learning Style Assessment**

**Check all that apply to how you learn best:** □ Hands-on projects and practice □ Video tutorials and online courses □ Reading documentation and articles □ Working with mentors or peers □ Structured classroom learning □ Learning by teaching others □ Trial and error experimentation

## **Career Interests & Values**

**Rank your top 5 interests (1-5):** \_\_\_ Frontend development \_\_\_ Backend development \_\_\_ Full-stack development \_\_\_ Data analysis/science \_\_\_ Cybersecurity \_\_\_ Product management \_\_\_ UX/UI design \_\_\_ DevOps/infrastructure \_\_\_ Mobile development \_\_\_ Quality assurance

**Important workplace values (rank top 3):** \_\_\_ Work-life balance \_\_\_ High salary potential \_\_\_ Learning opportunities \_\_\_ Team collaboration \_\_\_ Independent work \_\_\_ Creative problem-solving \_\_\_ Making social impact \_\_\_ Job security \_\_\_ Remote work flexibility \_\_\_ Fast-paced environment

## **Action Plan**

**Based on this assessment:**

### **Immediate Focus (Next 30 days):**

### **Short-term Goals (Next 3 months):**

### **Long-term Development (6-12 months):**

### **Resources Needed:**

□ Online courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Mentorship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Projects to build: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Networking opportunities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_