



# Skills assessment

## Instruction

This activity can be used in a variety of ways, but we suggest trying the below. Of note, your responses will change as you develop your skills and gain a wider number of experiences so it is worth revisiting this once a year.

## **Self review**

- Cut out the skill definitions into their individual parts
- Sort into two groups (see the skills table on page 5 for a visual representation)
  - A) What is important for the role/employer/sector
  - B) What is unimportant for the role/employer/sector
- Take each group and split them into
  - C) Like
  - D) Dislike
    - You will now have 4 groups (Important A and B, Unimportant A & B)
- Take each individual group and now sort into three categories
  - E) Highly proficient
  - F) Competent
  - G) Need to develop
- Note your top 5 strengths, weaknesses, any surprises

## **Review by others**

- Ask different groups of people (peers, colleagues, managers, family, friends etc.) to identify which of these skills they think you
  - Are highly proficient in
  - Are competent in
  - Need to develop
- Ask them to identify your top 5 skills

## Next steps

You are now able to appreciate your strengths, preferences and areas for development in order to identify a direction that better suits you.

You need to be able to evidence these skills in CVs, applications and at interview. Identify what action you need to take to

- develop your weaker skills (training, mentor support, practice at university/work)
- provide examples of when you have employed these skills outside of your degree (e.g. gain work experience, participate /run extracurricular activity, sector related employment)



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| <p><b>Team working</b></p> <p>Working well within a team, proactively and positively developing relationships</p>   | <p><b>Decision making</b></p> <p>Making important and frequent decisions effectively and with confidence</p>  | <p><b>Numerical reasoning</b></p> <p>Understanding and calculating numerical problems, and interpreting numerical data</p>  |
| <p><b>Managing your time</b></p> <p>Managing your time effectively, prioritising work and meeting deadlines</p>   | <p><b>Working under pressure</b></p> <p>Performing well with high workloads, tight deadlines and other stressors</p>  | <p><b>Public speaking</b></p> <p>Leading presentation or delivering a speech confidently whilst engaging the audience</p>   |
| <p><b>Solving problems</b></p> <p>Analysing problems from different perspectives, identifying logical solutions and having a resourceful attitude</p>   | <p><b>Negotiating</b></p> <p>Influencing and persuading others to reach an agreement, ideally which meets the other party's objectives whilst achieving your own</p>  | <p><b>Acting on own initiative</b></p> <p>Being proactive, working under your own direction and using your own judgement to make decisions.</p>   |
| <p><b>Customer service</b></p> <p>Working to meet and exceed customer and client expectations.</p>  | <p><b>Creativity &amp; innovation</b></p> <p>Conceiving and developing new ideas and solutions. Thinking outside of the box.</p>  | <p><b>Networking</b></p> <p>Interacting with individuals and groups to form social and professional contacts and share information and ideas.</p>   |
| <p><b>Presentation creation skills</b></p> <p>Creating presentations that contain the most important points, packaged professionally with an appropriate balance of images, numerical data and text, and a story that engages the listener.</p> | <p><b>Verbal communication</b></p> <p>Articulating your thoughts clearly; considering your audience, the situation, and the appropriateness of brevity or elaboration, and using suitable language and expressions.</p> | <p><b>Written communication</b></p> <p>Expressing yourself clearly when writing; using a good range of appropriate vocabulary, with care over grammar, structure and length, and consideration for your audience.</p> |
| <p><b>Multi tasking</b></p> <p>Effectively dealing with a variety of tasks and projects at the same time.</p>   | <p><b>Managing people</b></p> <p>Planning and organising people and their activities to achieve the objectives of the team and organisation.</p>  | <p><b>Leading others</b></p> <p>The action of providing direction, guidance and inspiration to others.</p>  |



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| <p><b>Managing conflict</b></p> <p>Being able to tackle conflict and resolve it, whilst remaining calm and professional, being assertive when necessary.</p> | <p><b>Researching</b></p> <p>Gathering information and data, investigating systematically and verifying information.</p>                              | <p><b>Adaptability</b></p> <p>Adapting positively to changing priorities, new situations and environments.</p>  |
| <p><b>Delegating</b></p> <p>Assigning tasks to others effectively to achieve team goals.</p>   | <p><b>Crisis management</b></p> <p>Making sound decisions quickly when under pressure or facing tight deadlines.</p>                                  | <p><b>Motivating others</b></p> <p>Encouraging others to keep them positive and enthusiastic and providing reasons to move forward.</p>                               |
| <p><b>Mediating</b></p> <p>Managing conflict between others and finding mutual solutions.</p>  | <p><b>Working in uncertainty</b></p> <p>Handling and resolving ambiguous or unstructured tasks or problems.</p>                                       | <p><b>Designing</b></p> <p>Developing new ways of working, new products and ideas.</p>  |
| <p><b>Quality assessing</b></p> <p>Measuring the accuracy and quality of completed work.</p>   | <p><b>Analysing</b></p> <p>Analysing large volumes of information, often from different sources, to establish facts.</p>                              | <p><b>Coaching</b></p> <p>Working with others over a given period to help them develop themselves.</p>  |
| <p><b>Managing change</b></p> <p>Considering the impact a change will have on people and processes, and implementing plans to support change.</p>            | <p><b>Trouble shooting</b></p> <p>Identifying problems and inefficiencies in processes and products; resolving issues and streamlining processes.</p> | <p><b>Giving feedback</b></p> <p>Being comfortable with giving clear, regular, positive and constructive feedback verbally, through email or as updates.</p>          |
| <p><b>Mentoring</b></p> <p>Guiding those less-experienced and sharing your experience and advice to help them develop themselves.</p>                        | <p><b>Commercial awareness</b></p> <p>Understanding how industries operate, how business functions and how it competes in the market place.</p>       | <p><b>Listening actively</b></p> <p>Paying close attention to what another person is saying, asking clarifying questions and rephrasing to qualify understanding.</p> |
| <p><b>Planning</b></p> <p>Determining and scheduling actions and resources to achieve goals.</p>   | <p><b>Appraising</b></p> <p>Evaluating the value or cost of products, services or resources.</p>  | <p><b>Facilitating</b></p> <p>Assisting others to relate and develop ideas, thoughts and plans.</p>   |



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| <p style="text-align: center;"><b>Training</b></p> <p>Explaining, and giving instructions and guidance to colleague, customers, clients or others in one-to-one informal discussions and formal settings, facilitating activities in large groups.</p> | <p style="text-align: center;"><b>Empathising</b></p> <p>Being prepared to see something from another's perspective; understanding and respecting the opinions and points of view of others even when you disagree with them.</p> | <p style="text-align: center;"><b>Receiving feedback</b></p> <p>Being comfortable accepting and even encouraging feedback, asking clarifying questions and looking for ways to implement advice.</p> |
| <p style="text-align: center;"><b>Implementing</b></p> <p>Carrying out agreed actions and working according to plans and policies.</p>   | <p style="text-align: center;"><b>Observing</b></p> <p>Closely monitoring, paying attention and identifying less-obvious details.</p>   | <p style="text-align: center;"><b>Evaluating</b></p> <p>Assessing ideas, information processes and performance and recognising feasibility, accuracy or quality</p>                                  |
| <p style="text-align: center;"><b>Managing projects</b></p> <p>Planning, implementing, evaluating and leading a project to a successful conclusion.</p>  | <p style="text-align: center;"><b>Budgeting</b></p> <p>Working with finances, managing a budget, reducing costs and maximising resources.</p>   | <p style="text-align: center;"><b>Using technology</b></p> <p>Using IT applications correctly and with confidence and being able to adapt and learn new technology quickly.</p>                      |



## Skills assessment

### Skills table

**E) Highly proficient**

**F) Competent at this**

**G) Need to develop**

**A) Important**

**C) Enjoy**



**D) Dislike**



**B) Unimportant**

**C) Enjoy**



**D) Dislike**

