

# Skills Audit

The York St John Skills Audit is a key career management tool developed by LaunchPad. It is designed to assist you to evaluate your own skills, to recognise your strengths and identify any areas that you may need to develop further.

A skills audit is a valuable preparation tool when creating a CV or completing an application form for a job, placement or other opportunity. It is also useful preparation for an interview

It is not sufficient to tell an employer that you believe you have a skill, they expect you to provide evidence as to how you have developed/used the skill. Reflect on your experiences over the last few years (e.g., work or voluntary experience, an activity you have been involved in, or your course of study). At the end of each skill section use the blank space to describe an example of when you have used that skill, and what you achieved as a result. The STAR (Situation, Task, Action, Result) technique provides a concise way to structure your answer.

## Example

"In my role as Customer Assistant at PriceRight I am attentive to the individual needs of customers. I clarify their specific concern and identify the relevant department involved. I ensure customers have a named contact and pro-actively follow-up to facilitate timely resolution of their queries. I was awarded 'Employee of the Month' for my focused customer care."

I need to develop this



I can still improve this



I am confident with this



## Skills Audit

### CONFIDENT

Persuasive, able to negotiate constructively and influence others



Communicate in a range of formats and for different audiences



Confident in your skills and aspirational in setting goals for the future



Inquisitive and able to ask questions to obtain new information



Confident to delegate tasks when necessary



### AUTHENTIC

Making considerate and ethical decisions with integrity



Community minded, aware of global perspectives and embracing of difference



Engaged with relevant technology and using it in a socially responsible way



Communicate successfully with a wide range of people, e.g. colleagues, customers, managers, academic staff, the public etc.



Ability to take responsibility for decisions and actions



Ability to be open with others whilst being mindful of the impact this may have



## Skills Audit

### RESILIENT

Self-aware, collaborative and emotionally intelligent



Able to identify opportunities for support and growth in response to new challenges



Able to adapt to technological change and agile in approach to learning



Able to break down a complex problem into distinct parts and identify priority tasks



Maintain positive attitude to tasks or activities, particularly when faced with problems or difficulties



Persuasive, able to negotiate constructively and influence others



### ENTERPRISING

Awareness of resources and able to utilise these to support personal and professional development



Creative in applying solutions to complex problems



A collaborative team member and leader



Able to work independently without supervision



Ability to think innovatively and come up with new ideas



## Skills Audit

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### PROFESSIONAL

**Commercially aware and able to understand how an industry or organisation works**



**Able to manage time and completing priorities**



**Knowledgeable, evidence led and intellectually curious**



**Ability to extract relevant information from professional conversations**



**Competent use of a variety of software effectively, including Microsoft Office programmes (Word, Excel, PowerPoint etc.), databases, online resources and specialist software (where relevant to your degree/specialism)**



Now that you have completed the skills audit, we suggest that you begin to provide details of an example or time, where you have demonstrated the above skills in the space below: