

Date _____

Career skills needs analysis¹

This self assessment audit is designed to be used by you to identify where your personal strengths and weaknesses are. Use the statements on the following pages to provide a picture of which areas you are particularly confident and competent in and which require some work. You may wish to seek clarification from your Tutor or Careers Director about what some elements of this audit mean within your discipline.

We recommend that you audit your own personal skills and development needs at least once every six months. Record the date so you can chart how you have developed whilst a student at the Business School.

It is vital that you audit yourself with complete honesty. To help you, we suggest the following broad levels of competency and awareness:

Competency levels

- 1** = No experience.
- 2** = Some experience.
- 3** = An experienced student.
- 4** = A competent and confident student.
- 5** = A truly outstanding student – able to confidently enter the world of work with a high level of competency.

Finally, before you enter a score for any statement, think to yourself – how can I provide evidence for this?

As you fill in this Career skills needs analysis document you should consider:

- When have you used this skill?
- How can you provide evidence of this?
- Do you honestly feel confident in this area?
- What training or development needs can you identify in this area?
- What are you going to do next?

Once you have completed this document you are in a position to self -reflect on the skills and attributes you excel in and the areas which require development. You can then complete a Personal Development Plan (PDP).

¹ Adapted by James Hairsine, Director of Business School Student Careers Centre with thanks to the University of Manchester PG Development Needs Analysis and kind permission of Dr Tony Bromley, Staff and Departmental Development Unit & Graduate Training and Support Centre, The University of Leeds. February 2011

Career skills needs analysis

A. Professional skills							
Be able to demonstrate	More specifically	Your competence					Where developed?
Teamwork							
	<ul style="list-style-type: none"> Be an effective member of a team to achieve a successful outcome. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Understand your individual role and contribution to a team. 	1	2	3	4	5	
	<ul style="list-style-type: none"> I understand my behaviour and impact on others when working in and contributing to the success of formal and informal teams. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to listen, give and receive feedback and respond perceptively to others. 	1	2	3	4	5	
Communication – written							
Write clearly and in a style appropriate to purpose, eg reports, assignments, letters	<ul style="list-style-type: none"> Able to produce a well-structured and well written report of substantial length. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Have full mastery and control when writing different types of document in various styles. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to demonstrate proficient report writing skills. 	1	2	3	4	5	
Communication – verbal							
Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques	<ul style="list-style-type: none"> Able to communicate own ideas orally, with proficiency and confidence. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to explain your ideas at a range of levels. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to construct arguments and present these to a range of audiences. 	1	2	3	4	5	
Presentation skills							
	<ul style="list-style-type: none"> Show evidence of presenting information effectively to groups. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to produce well-constructed clear presentations and use audiovisual aids where appropriate eg PowerPoint. 	1	2	3	4	5	

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Be able to demonstrate	More specifically	Your competence					Where developed?
	<ul style="list-style-type: none"> • Able to present work fluently and confidently, and able to respond clearly and persuasively to questions and comments. 	1	2	3	4	5	
Project management skills							
Apply effective project management through the setting of goals, intermediate milestones and prioritisation of activities	<ul style="list-style-type: none"> • Able to plan, organise and evaluate a given project. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to execute a project plan which follows a designated schedule to produce a finished piece of work within a given time period. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to set and prioritise a number of intermediate goals within an individual or group project and to develop an effective strategy and timetable for meeting them. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to make plans and balance competing demands on time effectively. 	1	2	3	4	5	
Networking							
	<ul style="list-style-type: none"> • Build and maintain cooperative networks and relationships with tutors, peers and corporate representatives. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to promote your unique selling points in a networking situation with prospective employers. 	1	2	3	4	5	
Negotiation skills							
	<ul style="list-style-type: none"> • Understand what effective negotiation requires. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Demonstrate where you have carefully explored your position and the other person's position, with the goal of finding a mutually acceptable compromise that gives you both as much of what you want as possible. 	1	2	3	4	5	

Career skills needs analysis

A. Professional skills							
Be able to demonstrate	More specifically	Your competence					Where developed?
	<ul style="list-style-type: none"> Have negotiated in a situation where you have found what the other person wants matches what you are prepared to trade, and that you are prepared to give what the other person wants. 	1	2	3	4	5	
	<ul style="list-style-type: none"> If the above has not taken place, it is fair for you to try to negotiate some form of compensation for doing so. You have evidence of negotiating under such circumstances and can show how both sides felt comfortable with the final solution if the agreement was to be considered win-win. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to demonstrate your awareness of the power dynamic in a negotiating situation and how this can impact on you winning or losing a negotiation. 	1	2	3	4	5	
Managing self							
	<ul style="list-style-type: none"> Able to work effectively unsupervised. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to manage competing demands on your time. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to efficiently prioritise tasks. 	1	2	3	4	5	
Managing others							
	<ul style="list-style-type: none"> Understand the skills and attributes of a leader. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Have experience of managing or leading another team or group. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Have experience of motivating a group and giving them responsibility. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Listen to team members and encourage involvement. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Experience of training or coaching people to equip them to succeed. 	1	2	3	4	5	

Career skills needs analysis

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Be able to demonstrate	More specifically	Your competence					Where developed?
	<ul style="list-style-type: none"> Plan the work of your team, considering all that must be accomplished, the various deadlines or timeframes to be met, and the work steps required. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Delegate tasks and review progress to achieve goals. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to demonstrate awareness of individuals in a team, learned their strengths and weaknesses and challenged them to achieve to the best of their abilities. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Can demonstrate fairness and impartiality and be consistent when holding everyone to the same standards and expectations. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Have proven ability to challenge and/or discipline a team member for failing to adhere to standards and expectations. 	1	2	3	4	5	
IT management and technology							
	<ul style="list-style-type: none"> Effective use of Microsoft Office including Word and Powerpoint. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to use Excel and develop and manipulate spreadsheets. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Proficient in the use of email and Internet. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Knowledge of computer hardware and how to troubleshoot. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Can use printer and photocopier efficiently. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Confident to access additional IT services eg Cecil, online recording. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Able to access online research databases eg academic databases. 	1	2	3	4	5	

Career skills needs analysis

A. Professional skills							
Be able to demonstrate	More specifically	Your competence					Where developed?
Critical thinking							
	<ul style="list-style-type: none"> • Able to raise vital questions and problems, formulating them clearly and precisely. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Gather and assess relevant information, using abstract ideas to interpret it effectively. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Come to well-reasoned conclusions and solutions, testing them against relevant criteria and standards. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Think open-mindedly within alternative systems of thought, recognising and assessing, as need be, their assumptions, implications, and practical consequences. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Communicate effectively with others in figuring out solutions to complex problems, without being unduly influenced by others' thinking on the topic. 	1	2	3	4	5	
Problem solving							
	<ul style="list-style-type: none"> • Able to identify, clarify and describe a problem (s). 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Ability to analyse the causes of a given problem(s). 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Ability to identify and assess alternative solutions. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to choose a solution and implement it. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to evaluate whether the problem(s) was solved or not. 	1	2	3	4	5	
Creativity							
	<ul style="list-style-type: none"> • Able to generate new ideas and approaches. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to develop new methodologies as required. 	1	2	3	4	5	
	<ul style="list-style-type: none"> • Able to find and implement solutions to difficult problems. 	1	2	3	4	5	

Career skills needs analysis

A. Professional skills							
Be able to demonstrate	More specifically	Your competence					Where developed?
Lifelong learning		1	2	3	4	5	
	<ul style="list-style-type: none"> Demonstrate self awareness and the ability to identify own training needs. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Pursue appropriate training to develop skills and knowledge. 	1	2	3	4	5	
Ethics and social responsibility							
	<ul style="list-style-type: none"> Have a clear understanding of the theoretical meaning and reference of moral propositions and how their "truth values" (if any) may be determined. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Familiar with the practical means of determining a moral course of action. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Are aware how moral outcomes can be achieved in specific situations. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Understand ethics in a business context. 	1	2	3	4	5	
	<ul style="list-style-type: none"> Understand corporate social responsibility (CSR). 	1	2	3	4	5	
	<ul style="list-style-type: none"> Have freely contributed to the community through activities such as volunteer work. 	1	2	3	4	5	

Career skills needs analysis

B. Career management							
Be able to demonstrate	More specifically	Your competence					Where developed?
Appreciate the need for and show commitment to continued professional development.	• Active member of a professional institution or body.	1	2	3	4	5	
	• Regularly attend seminars or presentations outside formal curriculum timetable.	1	2	3	4	5	
	• Have ownership of, update and regularly review a Personal Development Plan (PDP).	1	2	3	4	5	
Take ownership of and manage one's career progression, set realistic and achievable goals, and identify and develop ways to improve employability.	• Aware of potential employers, general recruitment practices and effective job hunting techniques.	1	2	3	4	5	
	• Have considered own career direction post graduation and set realistic and achievable career goals.	1	2	3	4	5	
	• Have identified ways to improve your employability and acted upon them.	1	2	3	4	5	
Demonstrate an insight into the transferable nature of skills developed as part of your degree to other work environments and the range of career opportunities within property and outside the property sector.	• Aware of the range of career opportunities within and outside the property sector.	1	2	3	4	5	
	• Fully able to demonstrate the transferable nature of the skills developed as part of your degree to other work environments.	1	2	3	4	5	
Present one's skills, personal attributes and experiences through effective CVs, applications and interviews.	• A broad knowledge of types of CV's, interview techniques and standard questions and recruitment techniques such as psychometric testing.	1	2	3	4	5	
	• Able to create a targeted CV which effectively presents your skills, attributes and experiences.	1	2	3	4	5	
	• Able to present your skills, attributes and experiences effectively in a job interview situation.	1	2	3	4	5	