

Skills audit

As a student, it is sometimes hard to find evidence for your skills or to know what skills you have gained! The Skills audit:

- Helps you to assess your key skills and experience.
- It identifies your strengths (eg skills with many examples, similar actions for a particular skill etc) as well as your weaknesses (eg skills with little or no examples, actions that do not match the roles you are looking for etc).
- It also helps you to better match and tailor your application and interview answers to the job or company.

Overall, it gives you a better understanding of who YOU are!

? Use this if you want to:

- ✓ Brainstorm your examples for each skill.
- ✓ Identify which skills you have got and your preference in working style.
- ✓ Identify your strengths and weaknesses.
- ✓ Tailor your CV or interview in your answers to the job or company.



Action

1. In the left hand column "Skill", list all the skills you have or may need for the role you wish to apply for (if you need help starting a list, go to <http://www.careers.govt.nz> -> Get job info -> Personal requirements).
2. In the right hand column "Evidence", brainstorm every situation that you can think of where you used this skill – it can be from university, work, community groups, volunteer work, sport teams etc.
3. Use the STAR format but remember, the focus should be on the ACTION and RESULT rather than the situation or task.
4. Once you have finished, you will be able to identify your strengths and weaknesses, match your examples better to the job or company.

| Skill | Evidence |
|-------------|--|
| eg Teamwork | S ituation (where did you show this) T ask (what did you have to do) A ction (how did you do the task = VERBS) R esult (\$ increase, decrease in time, % etc) |
| | S |
| | T |
| | A |
| | R |



Tips

- Words to use for the ACTION part: (<http://www.auckland.ac.nz/uoa/words-to-use-in-cv>).
- You can use the same Situation and Task for different skills BUT your ACTIONS need to be different.
- Not sure which job you want to apply for? Search on [Seek.co.nz](http://www.seek.co.nz) for an idea of the general skills needed for jobs in the industry of interest.
- Start early! This will give you the opportunity to identify and develop in the areas that you may be weak in.
- Keep adding to this. It should be a growing document and will hopefully boost your confidence once you see how many skills you have got!
- *The Successful Candidate*, Ros Jay (2004) is a useful book to give you ideas on different skills and what they actually mean.