

# Skills audit

The exercise is designed to help you to evaluate your abilities in relation to the key skills employers look for in graduate recruits.

Please answer all the questions by ticking the relevant box.

		Yes	No	Don't know
1.	I am confident about my ability to adapt my writing style to a variety of documents (e.g. essays, reports, letters).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	I listen attentively and seek to understand what other people say.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	I am confident in giving presentations to small groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	I have recently worked as a part of a team towards a goal or to complete a task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	I consistently meet and/or exceed targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	I am confident about my ability to identify the component parts of a complex problem before tackling the problem as a whole.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	I regularly analyse my performance and try to learn from it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	I actively identify ways of improving my own performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	I am familiar with the functions of a calculator and confident in applying them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	I am confident about using the software packages used on my course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	I usually plan an outline or structure before stating an essay or assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	I am usually able to establish a rapport with people from a range of backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	I use appropriate visual aids when giving a presentation e.g. graphs, charts or pictures included on slides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	I have made a substantial contribution to the planning and co-ordination of a group's work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	I plan ahead and work to a schedule to meet deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	I can assimilate, analyse and evaluate large amounts of complex information in order to draw logical conclusions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	I am able to make sound decisions quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	I can apply what I learn from one experience to new situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	I understand statistical data, e.g. as presented in news stories or company reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	I can usually work out how to complete an unfamiliar task on a computer (by using the software's Help menu, supporting documents etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	I can write concise reports, summarising events or situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	I can give constructive feedback to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	I am able to capture and hold the audience's attention when I give a presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24.	I understand how other people's ideas and opinions can enhance the outcome of a team activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	I prioritise my workload.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	I try new ways of approaching problems such as brainstorming or mind-mapping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	I set myself challenging yet achievable goals and targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	I respond readily when situations and priorities change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	I can interpret numerical data presented in a graphical form (e.g. pie charts, histograms, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	I word process most of my submitted essays/assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	I adapt my writing style according to the needs of the people who will read it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	I can explain a point of view verbally, in a way that others find easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	I know how to use the space and resources available to make my presentations more effective, e.g. by changing seating arrangements, lighting levels etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	I recognise and respect the values and attitudes of other team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	I have been responsible for organising activities involving other people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	I am able to apply theoretical knowledge to practical situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	I pursue activities outside my degree course in order to enhance my personal development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	I tend to initiate change before circumstances absolutely demand it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	I usually have a good idea of how much my grocery bill will be before I reach the checkout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	I regularly use e-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	I always check my written documents carefully for grammar and spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	I can negotiate with a group of people to reach a mutually agreeable decision about an important issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	I can adapt my presentations to suit a variety of audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	I have recent experience of motivating, directing and leading others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	I can handle a range of activities simultaneously in order to meet deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	I actively assess the consequences of different courses of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	I normally perform to a standard beyond that of which is demanded of me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	I can work effectively under pressure and find ways to manage stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	I can work out how much something will cost if I am offered a discount as a percentage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	I regularly use IT (e.g. new software packages, online resources, social media and databases) to help me research study topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Scoring your audit

Having completed the Skills Audit Questionnaire you should now analyse the results using the table.

Each question answered relates to one of the identified key skills – count the number of YES ticks to calculate your score for each skill

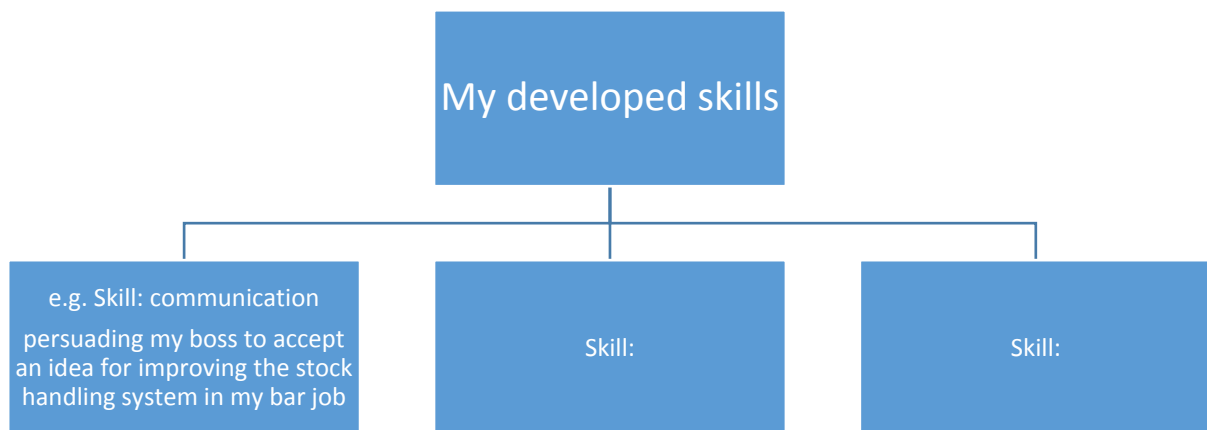
<b>KEY SKILL</b>	<b>QUESTIONS</b>				
<b>SCORE</b>					
Written Communication /5	1.	11.	21.	31.	41.
Interpersonal communication /5	2.	12.	22.	32.	42.
Oral presentation /5	3.	13.	23.	33.	43.
Teamwork /5	4.	14.	24.	34.	44.
Planning & organising /5	5.	15.	25.	35.	45.
Problem solving /5	6.	16.	26.	36.	46.
Initiative /5	7.	17.	27.	37.	47.
Adaptability /5	8.	18.	28.	38.	48.
Numeracy /5	9.	19.	29.	39.	49.
Computer literacy /5	10.	20.	30.	40.	50.

By looking at the table you can see where your strengths lie, along with areas for development. In addition, if you answered NO to any of the questions, you have simply highlighted for yourself a specific area for improvement. If you have some DON'T KNOWS, you might like to discuss them with a careers adviser, tutor or friend.

Use your work experience to build on your strengths and to improve your areas for development.

### Skills portfolio

Pull out experiences where you have developed the skills that received 4 or 5 out of 5. This will be useful to refer back to.



### Skills development

Take a look at the skills scored 3 or under. You may want to take some time to develop these skills throughout the next year.

Skill	Activity / how will you do this?	Time
e.g. Leadership	I will volunteer to organise the Christmas party for the Squash Society.	Dec 2018

