

| <b>Job &amp; Skill Gap Analysis Worksheet</b>  |    |              |          |        |
|--|----|--------------|----------|--------|
| 1. Job Title _____   |    |              |          |        |
| 2. Department _____  |    |              |          |        |
| 3. Date Advertised _____   |    |              |          |        |
| 4. Recruitment Contact _____   |    |              |          |        |
| 5. Selection Criteria  |    |              |          |        |
| <b>[My Level - 1 = very weak, 2 = weak, 3 = meets the need, 4 = strong, 5 = very strong]</b> |    |              |          |        |
|  |    | JOB REQUIRES | MY LEVEL | I HAVE |
| <b>ESSENTIAL</b>   | 1. |              |          |        |
|  | 2. |              |          |        |
|  | 3. |              |          |        |
|  | 4. |              |          |        |
|  | 5. |              |          |        |
|  | 6. |              |          |        |
| <b>DESIRABLE</b>   | 1. |              |          |        |
|  | 2. |              |          |        |
|  | 3. |              |          |        |
|  | 4. |              |          |        |
|  | 5. |              |          |        |
|  | 6. |              |          |        |
| <b>HELPFUL</b>   | 1. |              |          |        |
|  | 2. |              |          |        |
|  | 3. |              |          |        |
|  | 4. |              |          |        |
|  | 5. |              |          |        |
|  | 6. |              |          |        |

If there is too big a gap between what the job requires, and your own skill level, don't be surprised if you are not short-listed to be interviewed.

You may decide it is not worth applying. Some say that if you can't reach 65-70% of the criteria, it may not be worth applying.

However, it doesn't hurt to test the water!