

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