Skills Audit

HOW MUCH DO YOU KNOW?

Very often, people have a skewed perception of their own abilities. They may take their skills and experience for granted, or they may have an exaggerated sense of other skills.

To take a closer look, list the skills you have, both professional and personal. Write these down and include a brief example of how you have used each skill. Be sure to include essential skills and experience such as leadership, organisation, communication, computer, and research skills, as these are all extremely relevant to managing a career. If you have the opportunity, discuss the results with other people.

Next, find ten jobs in your field and look at the criteria. What are the most common selection criteria? How would you respond to these? You will find a sample list below.

Think about your student and community involvement, part-time work, voluntary work, and other activities. Ask yourself some questions, for example:

- Do you lead teams?
- Do you organise events?
- Do you meet deadlines?
- Do you work independently?
- Do you have to be flexible in order to balance everything?

How do other people address these criteria? Do you have these skills? You might be surprised!

Common Selection Criteria: How Much Do You Already Know?

- Ability to maintain confidentiality
- Ability to work as part of a team
- Ability to work independently
- Ability to work under pressure
- Ability to find creative solutions
- Attention to detail
- A flexible and adaptable approach to work
- Computer skills
- Interpersonal skills
- Organisational/planning skills
- Supervisory skills
- Good written and oral communication skills

This TILE Tool was contributed by Angela Beeching (Manhattan School of Music) and Dawn Bennett (Curtin University) during an Australian Learning and Teaching Council Fellowship. For more information, please visit www.thetileapproach.ning.com. This work is licensed under the Creative Commons Attribution-ShareAlike 4.0 International License. To view a copy of this license, visit http://creativecommons.org/licenses/by-sa/4.0/.