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Skills Audit

The York St John Skills Audit is a key career management tool developed by LaunchPad. It is designed to assist you to evaluate your own skills, to recognise your strengths and identify any areas that you may need to develop further.

A skills audit is a valuable preparation tool when creating a CV or completing an application form for a job, placement or other opportunity. It is also useful preparation for an interview

It is not sufficient to tell an employer that you believe you have a skill, they expect you to provide evidence as to how you have developed/used the skill. Reflect on your experiences over the last few years (e.g., work or voluntary experience, an activity you have been involved in, or your course of study). At the end of each skill section use the blank space to describe an example of when you have used that skill, and what you achieved as a result. The STAR (Situation, Task, Action, Result) technique provides a concise way to structure your answer.

Example

"In my role as Customer Assistant at PriceRight I am attentive to the individual needs of customers. I clarify their specific concern and identify the relevant department involved. I ensure customers have a named contact and pro-actively follow-up to facilitate timely resolution of their queries. I was awarded 'Employee of the Month' for my focused customer care."



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CONFIDENT

Persuasive, able to negotiate constructively and influence others	
Communicate in a range of formats and for different audiences	
Confident in your skills and aspirational in setting goals for the future	
Inquisitive and able to ask questions to obtain new information	
Confident to delegate tasks when necessary	
AUTHENTIC	
Making considerate and ethical decisions with integrity	
Community minded, aware of global perspectives and embracing of difference	
of difference Engaged with relevant technology and using it in a socially	
of difference Engaged with relevant technology and using it in a socially responsible way Communicate successfully with a wide range of people, e.g.	
Engaged with relevant technology and using it in a socially responsible way Communicate successfully with a wide range of people, e.g. colleagues, customers, managers, academic staff, the public etc.	

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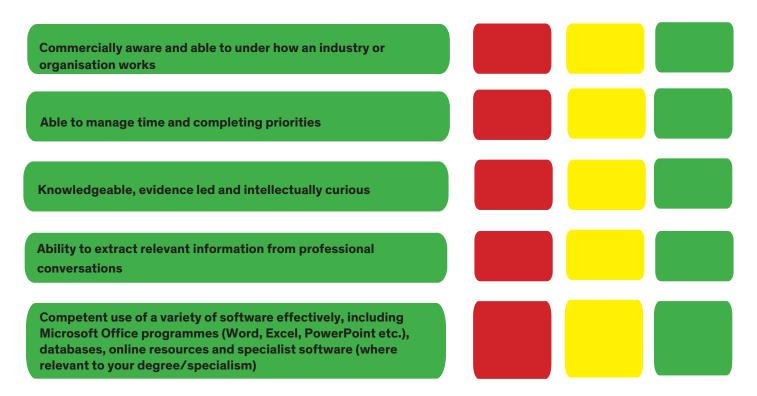
RESILIENT

Self-aware, collaborative and emotionally intelligent		
Able to identify opportunities for support and growth in response new challenges	to	
Able to adapt to technological change and agile in approach to learning		
Able to break down a complex problem into distinct parts and identify priority tasks		
Maintain positive attitude to tasks or activities, particularly when faced with problems or difficulties		
Persuasive, able to negotiate constructively and influence others		
ENTERPRISING		
Awareness of resources and bale to utilise these to support personal and professional development		
Creative in applying solutions to complex problems		
A collaborative team member and leader		
Able to work independently without supervision		
Ability to think innovatively and come up with new ideas		
E4		

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PROFESSIONAL



Now that you have completed the skills audit, we suggest that you begin to provide details of an example or time, where you have demonstrated the above skills in the space below:

