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Skills Gap Analysis Template

Skills Gap Analysis Template

Role:

Employee:

Skills Gap Analysis

Skill Required	Current Skill Level	Needs	Steps to take

Skills Gap Analysis Template

Role: _____

Employee: _____

Instructions _____

On the column to the left, add the core skills needed to perform this role. Next, rate the level of skill needed or currently possessed, with 1 being the lowest and 10 being the highest. Then, specify action steps the employee must take to build these skills. Following completion of this form, set up a meeting with the employee to discuss skill needs and create an action plan.

Skills Gap Analysis

Skill Required	Current Skill Level (1 - 10)	Needs	Steps to Take

Comments

_____

_____

_____

Skills Gap Analysis Example

Here is a sample skills gap analysis to clarify how to use this tool in practice.

Skill Required	Current Skill Level (1 - 10)	Needs	Steps to Take
Coding knowledge	8	Brush up on relevant programs to refine knowledge.	Take advanced courses in X and Y programs.
Project management	7	Learn to delegate more effectively and manage deadlines.	Work with a mentor to plan how to approach project workflows.
Training and coaching ability	7	Check in more regularly with direct reports, taking a more hands-on approach to leadership.	Take a transformative leadership seminar focused on coaching; work with a mentor to apply the skills learned.
Client relationship management	6	Enhance customer service skills and ability to build strong relationships with clients.	Work with a peer mentor to collaboratively build relationships with clients.
Determining project specifications	9	Strengthening client relationships will further benefit this area, which is already strong.	See above step.
Measuring project success	8	Enhance knowledge of metrics and evaluation techniques.	Read literature on identifying and evaluating metrics of success; discuss with mentor.

Comments

Overall, Hannah is very knowledgeable about the programs her team uses. She has a strong
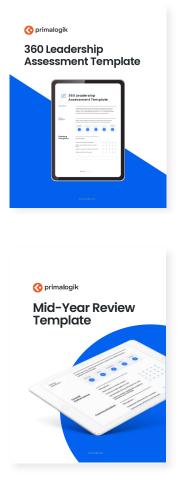
foundation in project management, and upskilling in several of the above areas will help

her become a more capable leader. A combination of formal trainings, discussions with her

mentor, and readings will work well for her learning style.

Was this helpful?

Take the next step.

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