## A picture containing food Description automatically generated

## PFDC Skills Portfolio

A skills portfolio will enable you to keep track of the evidence you have acquired during your career so that you are best placed to apply for your next role, but may also enable you to identify any gaps that you may have in your CV. You can then work towards filling these gaps during your time at Imperial by utilising the 10 development days that are written into your contracts.

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| **Skill** | **Evidence of skill**  Use the **STAR** (Situation, Task, Action, Result) approach + [active verbs](https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome) | **How can you develop this skill further?** | **Timescale**  Can you use your 10 development days to achieve this? |
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**How to use this skills portfolio?**

This skills portfolio should be a “living” document that you update frequently with all your key achievements. The portfolio asks you to consider 4 areas:

* **Skill**: A great place to start identifying skills you may need to evidence in future job applications is to look at current job descriptions. Key skills areas you may be asked to evidence against include Research, Personal and Interpersonal, Management, Teaching, and Knowledge Transfer and Exchange.
* **Evidence of skill**: What evidence do you have that you have that skill? Be as specific as possible, giving detailed examples where possible. When recording your examples, you may find it useful to use the STAR (Situation, Task, Action, Result) approach. Give as many examples as you have – you can later select which ones you want to add to your CV.
* **Do you need to develop this skill?** As you are completing this skills portfolio you may find that for some skills you have lots of evidence, while for others you need to find ways to fill in the gaps. If you are unsure if you have evidence that you have a particular skill it may be worth asking a co-worker or friend to see if they can help you think of a time when you have used that skill – we are all very good at forgetting what we have done in the past!
* **Timescale:** if there are skill areas you would like to develop how will you achieve this? And in what timescale? Ideally you should specify a date that it needs to be done by. You may want to use some of your 10 development days to achieve this.