# **Review - Skills audit**

## What skills do you have?

You should use this document whilst you are working through the [10 development days resources](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/10-days-development-planners/), assessing and benchmarking yourself against a job description, or working through the [Academic’s Success Guide](https://www.imperial.ac.uk/academics-success-guide/managing-yourself-and-your-career/).

This will help you keep your existing and future skills up-to-date for any interviews or job applications, and hopefully help you to stay motivated as you develop skills.

## **Tips for completing this document:**

Try and be as specific as possible and list the skills under each of the skills categories. If you are stuck for inspiration, look through our 10 days resources, and specifically the [example skills listed under the four skills categories](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/examples/).

If you are using this skills audit in conjunction with the [10 development days resources](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/10-days-development-planners/), it will be most effective if you:

1. Before completing this audit, do the [Review - Professional Development Planner](https://forms.office.com/e/q6QkfniJcC)
2. Then, thinking about the future time scale you reflected on, write down in this audit document as many of the skills that you have already developed, and the experiences you have already had, that will help you in the activities and challenges you anticipate.
3. After completing your skills audit, complete the [action planning document](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/10-days-development-planners/) to make specific plans to use your 10 days development time.

Ensure that the examples you have given are both technical and transferable skills and experiences i.e. they can be applied in different contexts and careers.

# **What skills and relevant experiences do you already have?**

(Please list technical, research, and transferable skills)

Be as specific as possible. For example, instead of saying ‘communication skills’ – list the different types of skills and the context e.g. writing for a lay audience, presenting to peers, presenting to industrial sponsors, writing proposals. Each of these relates to a different transferable skill.

Give an example of where you have developed or used the skill. This will help you when you come to write any job applications or prepare for interviews - to back up your claims with examples.

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| --- | --- | --- | --- |
| **Self** | **Others** | **Research** **and Innovation** | **Society and beyond R&I** |
| Your personal effectiveness day to day and more broadly in your career.  [See examples](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/examples/) | Working with, supporting, and developing others and maintaining effective relationships.  [See examples](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/examples/) | Developing research and research skills in an academic context, making an impact and contributing to your discipline.  [See examples](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/examples/) | Contributing to broader research and innovation users, towards societal benefit.  [See examples](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/examples/) |
| Skill:  Example: | Skill:  Example: | Skill:  Example: | Skill:  Example: |
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*Add more rows if needed.*

# **What skills and experiences do you need to acquire now to achieve your career goals?**

(Please list technical, research, and transferrable skills)

Again, be as specific as possible: avoid generic skills e.g. ‘Networking’ and think about the context and application e.g. Skill: ‘Building new networks with research beneficiaries’ Application: ‘to raise my profile and receive feedback to improve my research”. The application should be linked to the future plans, opportunities, and challenges you have been thinking about in your career planning.

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| --- | --- | --- | --- |
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# **Next steps:**

When you are ready, complete the [Plan - Action Planning Document](https://www.imperial.ac.uk/postdoc-fellows-development-centre/your-career/your-10-development-days/what-when/10-days-development-planners/) and think about using your 10 development days to work on these new skills.