Skills Audit Technique

	Skill	Description	Rating 1- Poor 5- Excellent	Evidence	How to improve your skills
1	Team Working	Being able to co-operate with others on a shared task, being aware of and adaptable to the working styles of others and working in teams	1 2 3 4 5		
2	Oral communication / Listening	Being able to give clear and accurate information, using appropriate language, tone, intonation and style. Listening to others and clarifying your understanding.	1 2 3 4 5		
3	Presentation skills	Being able to present ideas and information clearly, concisely and appropriately to an audience using appropriate technology.	1 2 3 4 5		
4	Written communication	Being able to write well for a variety of audiences is important. If you demonstrated ability to write well in college, your writing skill should be self-evident from the quality of your application.	1 2 3 4 5		
5	Persuading and influencing	Being able to convince others that your ideas are useful to bring the best course of action.	1 2 3 4 5		
6	Negotiation	Being able to facilitate and negotiate an agreement with an individual or group, in a manner which is clear and respectful to all.	1 2 3 4 5		
7	Leadership	Being able to lead by example, providing direction, motivation and support to others.	1 2 3 4 5		
8	Initiative/ creativity	Being able to support or start a new project, or to come up with new ideas/make changes to the standard way of doing things. Breaking the status core.	1 2 3 4 5		
9	Prioritising/time management	Being able to assess the relative importance and urgency of tasks and plan accordingly.	1 2 3 4 5		
10	Problem solving/Decision making	Being able to research alternative actions and devise an appropriate method to overcome a problem, systematically choosing the best path to take.	1 2 3 4 5		
11	Using IT	Being able to use appropriate IT packages, e.g. word processing, databases, spreadsheets, power point, use of graphs etc.	1 2 3 4 5		
12	Numeracy	Being able to manage everyday mathematical problems with confidence.	1 2 3 4 5		
13	Analytical skills	Being able to think critically and logically, employing information seeking strategies; extracting, organising and evaluating information.	1 2 3 4 5		
14	Self- Management	Being able to manage your own learning development by clarifying your values and objectives and evaluating personal performance.	1 2 3 4 5		
15	Positive attitude/ Motivation	Having a 'can-do' attitude, a readiness to take part and contribute, openness to new ideas and a drive to make these happen.	1 2 3 4 5		
16	Self-awareness	Knowing your own strengths and skills as well as having the confidence to articulate them.	1 2 3 4 5		
17	Flexibility/ Adaptability	Being able to anticipate and handle change and adapt to new situations.	1 2 3 4 5		
18	Project management/ Planning	Being able to plan, organise and manage resources to bring about the successful completion of project goals and objectives.	1 2 3 4 5		

Skills Performance Level Assessment

COMMUNICATION

Tick the appropriate column		Excellent	Good	Average	Poor	Very Poor
C.1	Communicating effectively with lecturers and other university staff.					
C.2	Communicating effectively with colleagues and supervisors / managers I fellow students / team members					
C.3	Written communication skills, including report and essay writing.					

WORKING WITH OTHERS

Tick the appropriate column		Excellent	Good	Average	Poor	Very Poor
WO.1	Establishing good working relationships -with people at different levels.					
WO.2	Motivating and inspiring team members and fellow students.					
WO.3	Being assertive and able to compromise.					

FLEXIBILITY AND WILLINGNESS TO LEARN AND IMPROVE PERFORMANCE

Tick the appropriate column		Excellent	Good	Average	Poor	Very Poor
ILP.1	Balancing studies, part-time employment, social life and home commitments.					
ILP.2	Accepting and learning from constructive criticism.					
ILP.3	Setting and achieving goals					
ILP.4	Planning own work and sticking to deadlines					
ILP.5	Ability to work alone and unsupervised.					

PROBLEM SOLVING

Tick the appropriate column		Excellent	Good	Average	Poor	Very Poor
PB.1	Keeping calm under pressure.					
PB.2	Making good decisions.					
PB.3	Identifying a problem clearly before deciding on a solution or action.					
PB.4	Knowing when your solutions are not successful and what to do next.					
PB.5	Implementing practical solutions.					

NUMBERICAL APPLICATION

Tick the appropriate column		Excellent	Good	Average	Poor	Very Poor
NP.1	Making appropriate calculations when applying numeracy.					
NP.2	Ability to work with figures and interpret data.					

INFORMATION TECHNOLOGY PROFICIENCY

Tick the appropriate column		Excellent	Good	Average	Poor	Very Poor
ITP.1	Preparing infomation using information technology, e.g. letters, emails, reports, presentations.					
ITP.2	Using information technology skills for editing and organising data, e.g. manipulating databases, using spread sheets.					
ITP.3	Using information technology to present information, e.g. creating tables, charts.					