

# SKILL SELF-ESTIMATE AND PLANNING

Job or Position:

Source:  Job Standard <sup>i</sup>  
 Job Posting <sup>ii</sup>

Skills Needed for the Position		My Current Skill Level			Development Avenues
1	2	3	4	5	6
Skills Needed for the Position (Describe the skill and the level needed)	Required (R)? Preferred? (P)	Does my current skill meet the need (Y/N)	What is my evidence? (What are my experiences, training, & accomplishments with this skill?)	Development Priority? (High, Med, Low)	Brainstorm possible ways to develop this skill

<sup>i</sup> Go to the Berkeley Job Builder job standards (<http://hrweb.berkeley.edu/compensation/classification/job-standards/job-builder>)

<sup>ii</sup> For job postings, log in to Blu

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Continued

If you have identified a job on campus that would meet some of your career objectives, how can you get a sense of whether your skills qualify you? Of course, being qualified for a job doesn't guarantee that you would be selected, especially when many qualified people apply. But meeting most or all of the qualifications is a necessary first step. By considering your skills in relation to the job, you can:

- Target your job search to leverage the skills you have or can attain easily; and/or
- Identify areas in which learning new skills and building existing ones can make you more qualified for a particular kind of position.

The "Skill Self-Estimate" is a tool for comparing your current skills with the skills required for a particular position or type of position. You often won't have absolutely all of the information you would like about a job to compare to your skills. As you work with this exercise, notice the questions you have, and think about ways that you might get more information if you need it.

### Skills Needed for the Position

1. **What skills are needed for this job?** Review the job standard or the job posting. Highlight the words and phrases that reflect the skills that the hiring manager wants. Watch for statements that start with **verbs** such as: "organize," "analyze," and "train." These are often transferable skills – the ability to perform an activity that requires "know-how." Also watch for **nouns** that describe a body of knowledge. For example, a job might require "knowledge of HR policies," or "knowledge of art history."
2. **Is this skill *required* for the job, or is it *preferred*?** Often, some skills are considered critical in a particular job. Others may be very helpful in getting the job done well, but may not have quite the same priority when filling the job. This can happen for many reasons. Sometimes a preferred skill can be taught on the job. Other times, other staff can provide that expertise if everything else is covered. Review the job standard or posting to see if you can distinguish which skills are the most critical for this job. Indicate that with an "R" in column 2.

### My Current Skill Level

3. **Does my current skill meet the need in this skill area?** Think about whether you have this particular skill at the level needed for the job. Everyone has particular strengths, and very few people have all the skills they could possibly need. Think about whether you have the level of skill you would want or need to perform the job at the level you would want to perform it. Answer yes or no in Column 3.
4. **What is my evidence?** Both educationally and on the job, what experiences and training have you had with this skill? It is important to understand what prompted you to assess your current skill the way that you did. A good way to do this is to review how you have used it in the past. You might find that you have more of a particular skill than you thought.
5. **Is this a skill with high priority for me to develop further?** By estimating your current level of skill, and reviewing the skills needed for a job, you can develop a more well-rounded sense of your qualifications for the job. In turn, you might identify areas where you want to grow.

### Development Avenues

6. **Brainstorm possible ways to develop this skill.** Pay particular attention to skills you consider **high-priority**. Think broadly. First, brainstorm: jot down many ideas for developing your skills. Then, look at the whole picture to select those that fit into your planning best.

