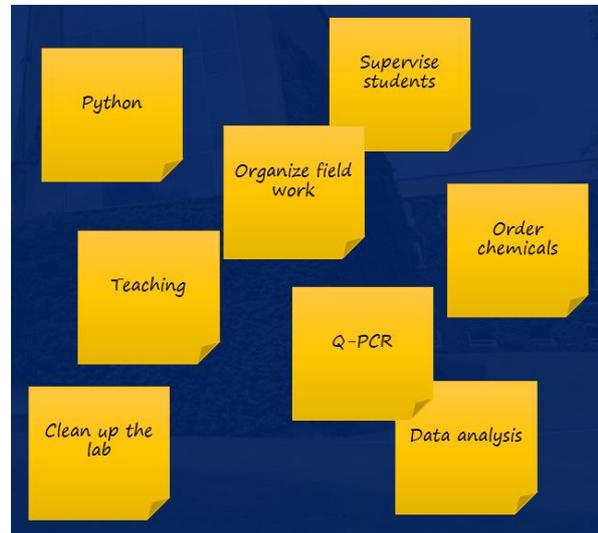


Skill audit

In the exercise below you will work with mapping your skills and competencies. By doing so you will get a better view of your tasks, what skills and competences you are using in those tasks, and which tasks you enjoy the most.

Step 1: On your own (or with a colleague) identify and write down on post its, all the individual tasks or activities you perform in the course of your research. And remember to think broad. This can take a long time, and we suggest that you revisit your overview of tasks continuously. You can now either choose step 2 or 3 for the next step of the exercise.



Step 2: In step 2, you arrange all the post its into different skills categories such as communication, technology, outreach, management/leadership, administration, organization, or other categories that you have identified. This way you get an overview of the vast range of skills you develop as a researcher, and it provides you with concrete examples of activities and tasks you can use to illustrate that you have experience within the different skills categories.



Step 3: Another way to conduct this skills audit, is to take each task, and then link it to skills and personal qualities. So, e.g., if we take an activity such as “supervising students” you can link this to the skills category communication and people management and the personal skill of leadership. If we take an activity such as “ordering chemicals” this can be linked to the skills category resource management and the personal skill of planning.



Step 4: Whether you choose step 2 or 3, it is very useful to consider your level of enjoyment with each task and skills category. We all have duties in our job that we enjoy less, although we may be good at it. But ideally, your next job will have more of what you enjoy, and so it is relevant to consider and to be honest about your level of enjoyment. The next step then is to rate your skills on a score from 1 to 5 – 5 being I enjoy very much.

