

Skills Gap Analysis Checklist

1. Plan your analysis.

- a. Evaluate individual employees.
 - i. Evaluate the skills each position requires.
 - ii. Compare skills required to skills employee in each position has.
- b. Evaluate team.
 - i. List skills required for upcoming tasks.
 - ii. Compare required skills to skills your team has.

2. Identify vital skills.

- a. Determine the skills the business values.
- b. Look at your initial job description and requirements.
- c. Determine the skill needed to do a job now and, in the future.

3. Evaluate the current skills.

- a. Conduct assessments and surveys.
- b. Perform employee interviews.
- c. Study performance reviews.
- d. Consider skills analysis software.

4. Take action.

- a. Set up appropriate training.
- b. Hire new and experienced employees.

