

# Skills Gap Analysis Checklist

1. Plan your analysis. ☐
  - a. Evaluate individual employees. ☐
    - i. evaluate the skills each position requires. ☐
    - ii. Compare the skills required to the skills that the employee in each position has. ☐
  - b. Evaluate the team. ☐
    - i. List the skills required for upcoming tasks. ☐
    - ii. Compare the required skills to the 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. IDetermine the skills needed to do a job now and, in the future. ☐
3. Evaluate 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. ☐