



GAP ANALYSIS

Estimated Preparation Time: 4 hours

Gap analysis is an excellent technique for both planning the initial steps of your career and/or focusing your job search in positive areas of change. It is an exercise that allows you to analyze information about yourself in an objective way, and helps you note where you are now in relation to where you want to be in the future.

Think About:

- Create a “brain dump” resume (everything you have done in the past in a detailed format) that covers skills, knowledge, and qualifications.
- Research possible position descriptions you would like to apply for when you are finished with the program and their qualification. What skills, knowledge and qualifications will you need to obtain your desired positions as compared to your current skills, knowledge and qualifications?
- If you are planning to apply to a doctoral program or another graduate program, you can think about what skills, knowledge and qualifications are needed to help you gain admission to the program(s). You will need to consider your grades, test-scores, what is important to your personal statement and research area of interest. Instead of researching job descriptions, analyze the faculty research focus of the institution and what makes a strong candidate for admission.

Skill Development

“Gap Analysis”

Using your “Brain Dump,” complete the two column list on the Gap Analysis worksheet. One column will list your skills, qualifications and knowledge. The other column will list the skills, qualifications and knowledge required for your desired job or admission into a particular school/doctoral program. Use an actual job description from any job board. Or, if you’re immediately planning to pursue further graduate work, refer to admissions requirements and consider meeting with an admission representative or faculty member at the institution(s) you’re applying for more information about their decision criteria. Highlight any skills, qualifications and abilities on the Desired Job Skills column that you have not already met and write a brief statement on how you plan to meet those job/program requirements through your FEP.

Gap Analysis Worksheet

Directions:

- 1- Column 1 - List all skills, qualifications, abilities, education, certifications and any professional qualities you possess.
- 2- Column 2 - List all qualifications, education levels, certifications and requirements needed for your desired job or further graduate work. USE AN ACTUAL JOB DESCRIPTION TO FIND THIS INFORMATION. Or, if applying to graduate school, refer to specifics about the program requirements.
- 3- Cross out all skills that are matching from column 1 and 2.
- 4- For any un-crossed out items in column 2, write action steps in column 3.
- 5- Column 4 - Write the expected outcome of those actions.
- 6- List people who will be instrumental in accomplishing the anticipated result in column 5.

You Have (1)	You Need To Have (2)	Action (3)	Anticipated Result (4)	Key Player (5)