the CareersGroup
University of London

Skills Audit Exercise Results

Having completed the skills audit, look at the table below and place each of the skills from table SK1 into its appropriate box, based on your performance and enjoyment ratings, as shown in the box.

1. **Good at (rating 3-4)** **Enjoy (rating 3-4)**	2. **Good at (rating 3-4)** **Don't enjoy (rating 1-2)**
Skills you are good at and enjoy using **CORE SKILLS**	Skills you are good at but don't enjoy using **SUBSIDIARY SKILLS**
3. **Not good at (rating 1-2)** **Enjoy (rating 3-4)**	4. **Not good at (rating 1-2)** **Don't enjoy (rating 1-2)**
Skills you are not good at but enjoy using **AREAS FOR DEVELOPMENT**	Skills you are not good at and don't enjoy using **AREAS OF WEAKNESS**

Box 1: Core Skills

The skills you have placed in box 1 are the skills you are most competent in and enjoy using most. These are what you are best at. When you are evaluating different job options you should seek to consolidate your existing core skills and add to them. In other words, you should not lose any skills from box 1 but you should look to add to them. The most likely source of additional skills will be from boxes 2 and 3.

Box 2: Subsidiary Skills

The skills you have placed in box 2 are the skills you are good at but don't enjoy using as much as those in box 1. You could consider exploring the skills in box 2 so that they may potentially be moved to box 1 in the future.

Box 3: Areas for Development

The skills you have placed in box 3 represent skills that you should really concentrate on developing. They are skills which you enjoy using but are not very good at. So, if you develop them enough so as to make them a 3-4 performance rating, they will then automatically move into box 1.

Box 4: Areas of Weakness

The skills you have placed in box 4 represent your weakest skills because you are neither competent at using them nor enjoy using them. In terms of a career, we do not recommend that you pursue a path which involves use of skills that you have placed in box 4.