



Preparing a skills gap analysis



Adapt this tool for your workplace

A skills gap analysis is a great tool for an employer to identify the skills they need, those they have, and the gaps they need to fill. Without taking a step back to complete this process, it can be easy to fall into a pattern of always replacing like for like when employees leave, and lead you to overlook the potential in your existing workforce. Skills gap analysis starts with a review of organisational goals – short-term, and long-term – and reviewing the requirements to achieve those goals with existing resources.

By reviewing organisational goals alongside employee skills and competencies, businesses can build plans to tackle the gap through an employee learning and development programme. The business will also be able to identify any gaps that may need to be filled through new hires, or via outsourcing.

Here are the initial areas to consider:

- What are your organisational goals, short-term and long-term? Where do you plan to be in 6 months, 12 months, 3 years' time?
- Do you have any specific projects or changes to the business on the horizon?
- What skills do you need to achieve these goals/projects/changes?

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- Determine the specific job roles that will be the focus of the skills gap analysis. Your analysis could focus on a specific team or be applied across the whole business.
- Clearly articulate the skills, knowledge, and competencies that are essential for each role. Consult job descriptions, competency frameworks, industry standards, and any other relevant resources to create your desired skill set.
- Evaluate the skills and competencies of current employees. This can be done through self-assessments or performance reviews. Compare the required skills with the current skills of employees.
- Gather information on the ambitions and interests of your current employees. Do not assume that their role for you represents their whole skill set, or that their ambitions align with linear progression from their current role. Sometimes talent can be discovered in the most unexpected areas.
- Develop training and development plans to address the identified gaps. These plans may include formal training programs, on-the-job training, mentoring, coaching, e-learning, or other learning initiatives.
- Consider formal apprenticeship programmes for existing staff. If you are a levy payer and not making use of your pot, you are throwing away free training money. If you are not a levy payer, the huge subsidies on offer make this a very efficient (and often overlooked) way to upskill your workforce.
- Regularly evaluate the effectiveness of the training and development interventions. Measure the progress made in closing the skill gaps, and make any adjustments to the plans and strategies based on feedback and evolving organisational needs.

TestGorilla

TestGorilla is just one proprietary tool that could be used to support your skills gap analysis. The library contains assessment resources that you can adapt for both current employees and potential hires. Visit www.testgorilla.com/test-library.