recruitee

Skill gap analysis template

Mind the gap! Use this skills gap analysis template to identify missing skills within your department. Then, use your budget accordingly to either deliver training or recruit a team member to bridge the (skills) gap.

How to use this template

Running a skills gap analysis can be extremely time-consuming. And, if not done correctly, can be a wasted resource. However, by following the structure of this skills gap analysis template, you'll save time, collect frequent and relevant information, and gather tangible, actionable data to launch your strategy.

Before beginning, you should decide whether you want to use this skills gap template for a specific department, a team, or the company as a whole. You should also consider whether you'd gain more value. Once you have those answers, you can jump into this template and conduct a thorough, clear skills gap analysis.

[Place your company's logo here]

Document produced by: [your name], [job title], [department]

Conducted on: [day/month/year]

[Company Name]: Skill Gap Analysis

Skills gap analysis: context

This skills gap analysis was conducted to shine a light on gaps within our team.

The following outlines the context for this analysis:

👉

Targets and future goals

The company is working toward achieving the following:

👉

This influences our team in the following ways:

👉

And, as such, we will need a strong skillset, including:

👉

👉

👉

Important skills (to support our targets and future goals)

This section covers the skills we believe are crucial within the organization. This may or may not include the skills mentioned in the previous section.

Skill	Objective	Importance ranking (1-5)

Our current skills

The table below demonstrates the current skill set within our team.

Employee Name	Skill	Current Level (low, intermediate, high)	Level of importance (low, intermediate, high)

Skills ranked at "5" are extremely important, while skills ranked at "1" are not.
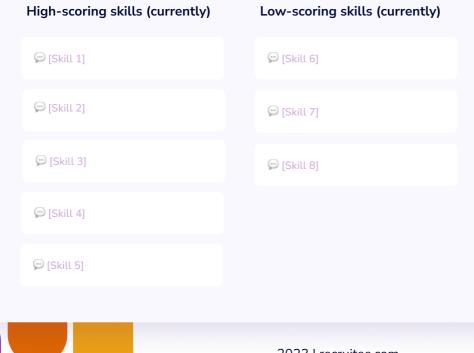
Skill assessment

The skills above are crucial to the success of our company and the department meeting in its goals. Employees within the department will now be measured against these skills from 1 (extremely poor) to 10 (excellent). These will then be converted into a percentage to demonstrate the key areas of weakness (i.e. the skills gaps) within the team.

	[Employee] score	[Employee] score	[Employee] score	[Employee] score	[Employee] score
[Skill 1]					
[Skill 2]					
[Skill 3]					

Skill gap analysis

Based on the above table, the findings are:

High-scoring skills (currently)   **Low-scoring skills (currently)**

💬 [Skill 1]   💬 [Skill 6]

💬 [Skill 2]   💬 [Skill 7]

💬 [Skill 3]   💬 [Skill 8]

💬 [Skill 4]

💬 [Skill 5]

Strategies and next steps

It's clear that the low-scoring skills represent a skills gap. As such, we propose to implement the following changes to bridge the gap:

Skill Gap	Employees Impacted	Intervention Details	Anticipated level of impact (low, medium, high)	Date of assessment
Date analysis	Sarah Dover	Provide access to online course	Medium	15th January 2023