

Skill Assessment

A practical self-assessment worksheet to identify your current strengths, skill gaps, confidence areas and next learning priorities.

FOR

Students · Freshers · Working Professionals

FORMAT

Self-Assessment + Skill Gap Planner

HOW TO USE THIS ASSESSMENT

Rate your current skill level honestly, record evidence for your rating, identify gaps and use the final section to decide what you should practise next. The purpose is to understand your current position and plan improvement.

Know Your Skills. Find Your Gaps. Plan Your Growth.

Know Your Current Skill Level

Use the same scale throughout the worksheet so your ratings remain consistent.

Skill Rating Scale

LEVEL	WHAT IT MEANS	CAN I DO IT?
1 — Beginner	I understand basic terms but need guidance to complete tasks.	■
2 — Developing	I can complete simple tasks with some support.	■
3 — Working	I can complete common tasks independently.	■
4 — Strong	I can solve practical problems and explain my approach.	■
5 — Advanced	I can handle complex work, troubleshoot and guide others.	■

ASSESS WITH EVIDENCE

Do not rate yourself only by how familiar a topic feels. Consider whether you can actually use the skill, solve a task, explain your approach and produce practical work.

My Assessment Goal

Target role / course _____

Assessment date _____

Main reason for assessment _____

Assess Your Core Skills

Rate the skills that are important for your learning or target career direction.

Skill Assessment Matrix

SKILL AREA	LEVEL 1–5	EVIDENCE / EXAMPLE
Programming / Coding	_____	_____
Problem Solving	_____	_____
Database / SQL	_____	_____
Web / Technology Tools	_____	_____
Data / Analytics	_____	_____
Projects / Practical Work	_____	_____
Git / GitHub	_____	_____
Communication	_____	_____
Problem Explanation	_____	_____

My Strongest Skills

1. _____
2. _____
3. _____

Skills That Need Improvement

1. _____
2. _____
3. _____

Assess Your Workplace Readiness

Technical knowledge is only one part of being ready for practical work.

Practical Skills

- I can break a large task into smaller steps.
- I can search for and understand reliable technical information.
- I can debug or investigate a problem systematically.
- I can use documentation or references when needed.
- I can complete a small project independently.
- I can explain what I built and why I built it.

Career Skills

- I can explain my skills clearly in an interview.
- I can describe my projects in a structured way.
- I can communicate questions and problems clearly.
- I can work with deadlines and priorities.
- I can receive feedback and improve my work.
- I can identify the skills required for my target role.

Confidence Assessment

AREA	CONFIDENCE 1-5	WHAT WOULD IMPROVE IT?
Learning independently	_____	_____
Solving problems	_____	_____
Building projects	_____	_____
Explaining technical work	_____	_____
Interview confidence	_____	_____

Identify What to Learn Next

Use the difference between your current level and the level needed for your target role to decide your priorities.

Skill Gap Planner

SKILL	CURRENT	TARGET	GAP / NEXT ACTION
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Priority Rules

- Prioritize skills that are important for your target role.
- Work on skills that appear repeatedly in relevant job descriptions.
- Give practical skills priority when they can be demonstrated through projects.
- Do not try to improve every skill at the same time.
- Choose a small number of high-impact learning priorities.

MY TOP 3 SKILL GAPS

1. _____ Why: _____
2. _____ Why: _____
3. _____ Why: _____

Turn Assessment Into Action

Finish the assessment by creating a practical plan for improving your highest-priority skills.

30-Day Skill Improvement Plan

WEEK	SKILL FOCUS	PRACTICE	EVIDENCE
Week 1	_____	_____	_____
Week 2	_____	_____	_____
Week 3	_____	_____	_____
Week 4	_____	_____	_____

Evidence I Will Build

- A completed practical task.
- A project or improved project.
- A solved problem or exercise set.
- A documented learning note.
- A portfolio / GitHub update where relevant.
- An interview explanation I can confidently give.

FINAL SELF-CHECK

My strongest skill _____

My biggest skill gap _____

The skill I will improve first _____

The evidence I will create _____

My next assessment date _____

KNOW YOUR SKILLS. FIND YOUR GAPS. PLAN YOUR GROWTH.