

**Doctoral Skills Analysis**

**Introduction**

This template is designed to help you evaluate your own skills and knowledge, identify what strengths you have, and what areas you may need to develop. You may find this particularly helpful to do at the early stages of your PhD, but we recommend you revisit this document throughout your candidature.

It is based around the skills categories defined in our Researcher Development Framework. You may therefore wish to have a copy to hand to refer to.

It may be helpful to use your project plan, and any other documents that outline what you are required to do i.e. tutorial plans, if you are teaching.

**How Do I Start?**

First, it is important to do some preparatory work.

There are many reasons why you might want to review what you know and what you can do:

* early on in your project when you need to ensure you have all the knowledge and skills necessary to complete your project;
* when you are preparing for a review meeting or progress report;
* at the end of / after your project, when you wish positively present your skills, knowledge and experience on paper as preparation for an interview.

Firstly, therefore, think of the purpose for doing your review. Make some rough notes in the space below:

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| **1. Why am I doing a self-assessment?** |
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You may then want to think about your experience to date and start to make rough notes about your own achievements. For example, you might wish to think about skills developed through the following:

* Previous research projects, tasks, objectives and goals you have completed.
* What you specifically did and/or what your role was in an activity.
* What you achieved and the impact of your work.
* What has gone well, what has gone not so well and what you’d like to change.

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| **2.** **My experience to date: what have I learnt and achieved?** |
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Many people, when completing such a self-assessment, also like to consider what skills and knowledge they need for the next steps in the career, i.e. skills that may be needed when applying for future potential job roles. You may wish to make notes on this too to help you complete the audit template.

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| **3.** **What will I need to know, and be able to do, for my future career plans?** |
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| **Which skills do I want to develop?** | | **Skill Level** | **Priority Level** | **What will I do to achieve this?** | **Completion by** |
| **Action** |  |
| **Managing your Candidature** | Preparing for Milestones | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Working with Your Supervisory Team | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| **Nurturing Your Personal Growth** | Personal Effectiveness | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Wellbeing | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Understanding of Te Ao Māori | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| **Conducting Responsible Research** | Research Integrity and Ethics | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Risk Management | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Sustainability | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| **Honing your Research Capabilities** | Research Design and Methods | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Te Tiriti Responsiveness in Research | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Digital Research Tools | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Academic Writing and Publishing | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Communicating Your Research | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| **Developing as a Researcher** | Collaboration and Engagement | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Planning for Impact | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Funding and Grant Writing | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Teaching and Tutoring | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| **Preparing for your Career** | Career Planning | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Entrepreneurship | Choose an item. | Choose an item. |  | Click or tap to enter a date. |
| Translating Your Skills for Non-Academic Careers | Choose an item. | Choose an item. |  | Click or tap to enter a date. |