

HOW TO IDENTIFY SKILLS GAPS IN YOUR BUSINESS

If your business is currently in a growth phase or about to enter one, it's not unusual to feel like you could do with a little additional support. However, skills gaps are not always that obvious. Follow the steps on our road map to help you identify skills gaps in your business.

1



ASSESS YOUR SHORT AND LONG-TERM BUSINESS GOALS

Assessing your business goals for the near and far future can help you paint a clear picture of where your operations are headed.

2

THINK ABOUT THE SKILLS REQUIRED TO ACHIEVE THOSE GOALS

Ask yourself which skills your team will need to achieve these goals. If unsure, a quick online search can help you get a better idea.



3



LIST CURRENT TASKS WITHIN YOUR ORGANISATION

After you've determined your goals, and what is required to achieve them, it's time to review your current assets. A list of all the tasks in your business can help provide that overview.

4

LIST THE SKILLS REQUIRED FOR EACH TASK

The next step is to compose a comprehensive list of all the skills required to successfully complete those tasks.



5



LOOK AT THE ROLES WITHIN YOUR BUSINESS

Compare the current roles in your business to the skills needed for completing each task. Make sure to look at everyone's responsibilities, including your own.

6

SURVEY YOUR STAFF

Don't be afraid to let your staff have a say in the matter. Ask them to identify areas where they could use support. This can add a level of depth to your research lists, spreadsheets and data.



7



ANALYSE YOUR FINDINGS

Now that you've taken an in-depth look at the current skills landscape in your business, it's time to analyse your findings. Do this by comparing the current state of your business against goals. The discrepancies between the two will reveal the skills gaps in your business.

8



CONGRATULATIONS.

You've successfully identified the skills gaps in your business. Time to hire away!



Wondering what kind of employee you should hire? Get inspired by the current [hiring trends in Australia](#).