



I'm not robot



Continue

## Sample skills gap analysis report

At a time when companies are facing a rapidly growing need to retrain and improve their people, the analysis of skills shortages is becoming an increasingly important tool. But where to start? In this article, we will explain what is an analysis of skills shortages, why it can be a useful tool, and we will share a three-step approach to the analysis of skills shortages.

**What is an analysis of skills shortages? Why useful skill gap analysis? How to perform a skills gap analysis**

Quantitative approach to the analysis of skills shortages In the final noteFAQ What is the analysis of skills shortages? Definition Skill gap analysis is a tool used to estimate the difference (or gap) between the actual state and the future, the state of the goal. Organizations use it to identify the skills required by an individual employee, but do not yet have to do their job or perform certain tasks effectively (Antonucci, Ovidio, 2012). Hr skills gap analysis is a way to figure out which skills and knowledge are lacking among the organization's employees. When they have this information, HR can address skills shortages in your organization. This can be done through upskilling, retraining, L&D investment decisions, succession planning, etc. Later in this article we will discuss various options. Why useful skill gap analysis? The World Economic Forum says in its 2018 Jobs Future report that at least 54% of all workers will have to update or change their competencies by 2022. This is the result of rapid technological change and increasing digitalisation, which affects both our personal and professional lives. Based on the 2018 The McKinsey Report, AI and Automation will speed up skills transfer. Image source For all industries, this means that certain jobs will disappear as a result of automation, while others will change according to their basic tasks and responsibilities. Here, the redevelopment of jobs becomes relevant; reorganisation of these tasks and responsibilities to bring them into line with the changing reality of work. FREE STEP-BY-STEP GUIDE TO DIVERSITY & InclusionSurvey's Guide to Diversity and Inclusion is a proven benefit for business. Download a free survey guide to help identify inclusive blind spots that can affect your employees and your entire business Before redesigning jobs, it's important to know what skills and knowledge your employees currently lack and which of these skills are essential to your organization's performance. This gives me reasons why skill gap analysis is useful: Use 1: This gives you insights into your entire workforce You will be able to determine which employees have the most knowledge about specific business aspects, as well as employees with (important) skills gaps. Therefore, you will be able to better channel (training) resources into those skills that require the most attention. This, in turn, will allow the optimal use of resources to improve overall performance of the team. Use 2: This encourages individual learning and development Individual employees will be able to learn what improvements they will need to make to acquire or improve the skills and competencies they need to play the best possible role. In the long run, this will also have a positive impact on the productivity of your employees. Use 3: This will help you plan a strategic workforce Strategic workforce planning, including ensuring that the right number of people with the right skills is in the right place. It's kind of hard to start planning for the future, though if you don't know exactly where you stand now from a skill perspective... Usage 4: This can improve your recruitment efforts This is inseparable from the previous paragraph. It is much easier to recruit good people if you can identify candidates whose skills better match those who need to act effectively in a particular role. Use 5: This creates a competitive advantage If you combine all the above advantages, you can create a competitive advantage and stay ahead of your competition. You will be aware of the strengths and weaknesses of your workforce, you will be able to plan in advance in terms of learning and development and recruitment, thereby optimizing the performance of your organization. How to perform a skills gap analysis In terms of the actual analysis of skills shortages, we propose two methods of analysis of skills shortages, a qualitative method and a quantitative method. The first approach is qualitative and loosely based on the organisational process of development. The second is the method proposed by Antonucci and Ovidio, which corresponds to the quantitative method. We will move on to both methods of analysis of skills shortages, starting with a qualitative method. 1. Scope and diagnosis This first stage is about covering the challenge. In the case of a skills gap analysis, this means identifying the necessary skills. To identify the skills that an organization needs now – and in the future – you first need to ask and answer certain questions. For example: What is an organization mission? What are the business objectives of the organization? What critical skills are needed to accomplish a mission and achieve business goals? The criterion for determining whether a skill is critical or non-critical is as follows. If an employee lacks certain skills, but still successfully completes the task, the skill is uncritical. On the other hand, if an employee completes a specific task but has an unsatisfactory result, the missing skill is very important. In terms of future skills needed in your organization and industry, you need to know, among other things: What jobs in your organization/industry can be (partially) automated? What skills are currently growing in your industry? What (no) jobs will your company need more? 2. Data collection and analysis The second step is data collection and The aim of this phase is threefold: to analyse what tasks are being carried out now, to assess the importance of these tasks and to ask what skills are needed to do the job properly. In the case of skills gap analysis, data collection and analysis activities may include: – the development of job profiles and the establishment of critical skills required for each job role View current job descriptions for future needsEee with the impact of future (regulatory) changes and the future of work trends for work Follow the time to draw up a list of competencies that is the clearest and most accurate description, what you need to do – performing your employees' current skill descriptions Working class specificationsFormation assessments and employee evaluations Interviews/target group meetings with supervisors, managers, and employees – setting up staff competencies and skill levels Put the information collected from competency assessments into a single, searchable database of all employees and their existing competencies crosswalk with the required critical skills identified now and future human resources technology can help you in several parts of that. Especially when your organization is considered to be medium or large, it quickly becomes impossible to manually track each employee and their competencies and skill levels. For example, a talent management system can be one database where you can search and collect all information from your employees' performance evaluations and competencies assessments. 3. Designing interventions This stage is about creating intervention appropriate to the needs of the organisation. In our case, this means that once you've learned where your organization has skills gaps, you can create a strategy to best fill these gaps. The potential skills shortage you may encounter may include, for example, a lack of digital skills, as identified in the Dutch report, which found that 50% of workers must be unskilled in the field of digital skills. Another example is the lack of staff with soft digital skills (e.g. customer-oriented and learning passion); According to the Cappemini and LinkedIn report, 59% of employers are affected. And then, of course, there are examples of industrial and work-specific skills that companies may lack. For example, in their 2018 skills gap study, Deloitte and the Manufacturing Institute revealed that skills shortages in the US manufacturing industry could lead to an unfilled cost of around 2.4 million jobs between 2018 and 2028. HR BUSINESS PARTNER 2.0 CERTIFICATEThe role of HRBP isPldy Change To Keep Your Skills important in increasing its business acume, analytical capacity and consulting skills to become HRBP 2.0 Same study showed that positions related to skilled manufacturing, digital talent and performance managers in particular can be difficult to fill – up to three times difficult. 2020 McKinsey survey shows what business areas under and managers will have the greatest possible skills gaps to address. Skills gap analysis interventions Depending on the skills required and current workforce capabilities, there are several interventions that you can implement: Training and improving existing employees Redesign work For people with critical skills A combination of one or more of the above, let's go through each of these options one by one. Training and improvement of existing employees The results of your skills gap analysis can lead to the development of learning and development programmes that will retrain your employees to newly needed or lacking skills. Redesigning the work Questions about the company's mission, business goals and skills needed to achieve those goals – now and in the future – can lead to the conclusion that the tasks and responsibilities of certain jobs need to be restructured. This is what we call job redesign, which can also lead to the retraining of workers to the newly needed skills. Recruiting people with critical skills The results of your skills gap analysis are likely to change the criteria on which people are also employed. Because even if you are able to retrain or donate your current employees, at some point you will have to employ new people (for retirement, retirement, etc.). Hiring someone with critical skills directly will help you save time by teaching them these skills. It will also help them to get started faster and work productively. If you can't find it fast enough, you can get into the contingent's workforce and hire a freelancer or contractor to help you (temporarily) fill the skills gap. A recent McKinsey study reveals the measures organizations have taken to meet the needs of Tenchin skills, these measures vary from region to region. A quantitative approach to the analysis of skills shortages Another method of measuring skills gaps is Antonucci and Ovidio. They measure quantitatively the gaps in each competence for each issue under consideration. The algorithm they created only takes into account the situation in which the so-called negative gap was identified. This means that the employee's competencies are lower than necessary. Depending on whether the gap is small or large, companies can organise self-training activities or they will have to apply for a training programme. Another difference to be made here is that there is a gap between the skills gap often used and the sparse competencies. As with the previous method we described, the starting point is mapping the skills required for each working profile. A benchmark for each required competence can be determined through a top-down (from managers to employees) or a bottom-up (from employees to managers) process. The advantages of benchmarking in this way: the procedure does not change if the method is used down or bottom up, you will receive quantitative assessments of skills shortages, taking into account the and frequency of use it allows for flexible, semi-automatic planning of training courses This leads to the following indicator of skills shortages: This formula calculates the G indicator of the j-skill gap. Other formula variables mean: N indicates the necessity score, the one that is assigned to the surveyed person for j-th skillP - shows the score assigned to the level of the skill held by the employeeF, indicates that the same employee uses skills c - is a constant to reduce the frequency of use of small or negative gaps (i.e. zero or one) F, which indicates the frequency of use, which, according to the ideal company benchmark, is the limit above which the lack of skills is a problem to be resolved (taking into account training costs). K allows only positive weaknesses to be taken into account (when a certain, relatively frequent skill is not sufficiently obsessed) This now raises a number of questions, starting with how the relevant data is collected? In general, this can be done by using paper ratings and conducting conversations or using skills management software. Especially when you carry out a skills gap analysis among many employees, the latter becomes a more obvious choice. Companies such as Skills Base, AG5 and Avilar provide skill management software that makes it easy to identify (future) skills requirements and record the skill and interest level of your entire workforce. Another question that comes to mind is what type of assessment can you use to get the right information? Information on, for example, the needs of a company in terms of skills, the frequency of use of certain skills and the retention of skills specific to each role may be collected through self-assessment studies or 360-degree assessments. The latter are evaluations between colleagues and managers. Here too, human resources technology can help, by the way. You can use feedback tools, such as those provided by Impraise, 15Five, and Reflektive, to collect and analyze feedback from and about your employees. The third question would be about the ranking itself, how do the scores work? In the example mentioned by Antonucci and Ovidio, skill ratings are expressed on a scale of 1 to 5, while 1 is the lowest, and 5 is at the highest level. At each level, each of those surveyed gives a score to the level of skills actually possessed and the level of skills they deem necessary. The same method of evaluation is used to specify how intensively the windowsill is used in the company. After collecting all the necessary data, you will be able to investigate the differences between the level of skills available to individual employees and the level of skills required, as well as the frequency of their use in the company. This will then allow you to take action that will lead to one or more of the skills gap interventions described above. On the final comment At a time when companies are increasingly prepare your people for the future, it is important to know what skills and competencies your employees currently have. The analysis of skills shortages can be a good tool for this; when it's done well, it gives you valuable insights into the entire workforce, can help you plan a strategic workforce and improve your recruitment efforts. Effective skill gap analysis will also allow you to optimize your learning and development programs to retrain your people if necessary. At the Academy of Human Resources (AIHR), we help human resources professionals acquire skills to avoid their skills shortages. Therefore, any human resources professional who is committed to lifelong learning can expand their skill set by acquiring appropriate and demanding skills. FAQ What is skill gap analysis? Skill gap analysis is a tool used to estimate the difference (or gap) between the actual state and the future, the target state. Hr skills gap analysis is a way to figure out which skills and knowledge are lacking among the organization's employees. Why useful skill gap analysis? The reasons why skill gap analysis is useful are: It gives you insights into the entire workforce, promotes individual learning and development, helps to plan a strategic workforce, improves recruitment efforts and creates a competitive advantage. How do you perform a skills gap analysis? Simply put, you begin to identify the necessary skills based on the organization's mission and business goals. Then you collect data and analyze your employees' current knowledge and skills. Finally, you think about the strategy to fill the skills gaps you've discovered (creating L&D programs, hiring different skills, redesigning, etc.). Subscribe to stay updated. HR Business Partner 2.0Certificate Program [NEW] Give your career a boost with demand for human resources skills skills