**Ability Analysis**

The Ability Analysis grid on the accompanying spreadsheet (Ability Analysis Template) will help you to identify the abilities that you have repeatedly used in the Achievements of which you are proud. This is a first step toward defining your options for a satisfying next career step: you may reasonably claim these as strengths. An by being clear about the evidence that underpins that claim, which is founded on your achievements, you will be able to talk about these with confidence, conviction and credibility.

Please follow the instructions carefully:

1. Start by analysing the first Achievement in its entirety.

2. To determine the abilities that you demonstrated in this Achievement, work your way down through the list, to see which of them applied to this Achievement. If any ability applies, insert 1 in the appropriate cell. Add any other abilities demonstrated to the end of the list, and mark them with 1 as well.

3. Then go back through all the cells you have marked (1) for this Achievement, and select the three strongest abilities and change the 1 to 2

4. Then select from among these stronger abilities the one strongest ability that was demonstrated, and change the 2 to 3.

5. Go back and repeat steps 2, 3 and 4 above for each of the other Achievements you selected.

6. When all Achievements have been analysed, you will have scores against each ability.

(It is normal that some categories will not score at all).

**Ability Review**

List the ten top abilities from the grid in descending order as indicated by the totals for each category.

**1. Ability Total**

(from spreadsheet)

|  |  |  |  |
| --- | --- | --- | --- |
| 1st |  |  |  |
|  |  |  |  |
| 2nd |  |  |  |
|  |  |  |  |
| 3rd |  |  |  |
|  |  |  |  |
| 4th |  |  |  |
|  |  |  |  |
| 5th |  |  |  |
|  |  |  |  |
| 6th |  |  |  |
|  |  |  |  |
| 7th |  |  |  |
|  |  |  |  |
| 8th |  |  |  |
|  |  |  |  |
| 9th |  |  |  |
|  |  |  |  |
| 10th |  |  |  |

**2.** Review the above statistical listing and apply common sense, personal preference, and levels of interest to select your top 6.

|  |  |
| --- | --- |
| 1st |  |
|  |  |
| 2nd |  |
|  |  |
| 3rd |  |
|  |  |
| 4th |  |
|  |  |
| 5th |  |
|  |  |
| 6th |  |
|  |  |

**Evidence to support your abilities**

Take each ability and support it with 3 brief examples of when you have used it. These will come primarily from your selected Achievements but other examples can also be used.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Ability |  |  |  | Evidence |
| 1st |  |  |  | 1. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 3. |  |  |
|  |  |  |  |  |  |  |
| 2nd |  |  |  | 1. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 3rd |  |  |  | 1. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 3. |  |  |
|  |  |  |  |  |  |  |
| 4th |  |  |  | 1. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 3. |  |  |
|  |  |  |  |  |  |  |
| 5th |  |  |  | 1. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 3. |  |  |
|  |  |  |  |  |  |  |
| 6th |  |  |  | 1. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 3. |  |  |