**GAP Analysis Template**

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| **Skills**  Write out key responsibilities or qualifications from job description or (O’net) | **Novice** | **Apprentice** | **Journeyman** | **SME/**  **Teacher** |
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**Novice** - Needs basic information such as getting around the building, how to log into pc, where the equipment closet is, etc. New to a role or organization. Does know how to use simple equipment or understand what their role is.

**Apprentice** - Familiar with their role but is at the beginning learning how to execute the work they do. They need extensive training and coaching. Somewhat familiar with the organization but doesn’t know the mission and how they contribute to the mission.

**Journeyman** - Experienced in their role and has a good understanding of the organization's mission. May have a broad skill or knowledge of the work they do. May need to develop in-depth skill or knowledge in certain areas, or need development with complex projects.

**Subject Matter Expert/Teacher** - Expert in the work they do. Able to teach others. Extensive skill set and able to teach complex information in an individualized way to others.

**GAP Analysis**

Based on the GAP analysis what is the ideal pathway to become marketable for this profession?

What skills do you need to develop?

What is the best strategy to acquire those skills?

What education or credentials is needed?

What is the best strategy to acquire the education or credentials needed?

What is the most realistic time frame to address the gaps in this professional pathway?

Who would be the most effective people to help provide clarity for your GAP analysis and strategy?