

Gap Analysis

You can use the outline feature to jump to sections

The Gap Analysis is most useful for:

- Finding jobs that you are qualified for or will be qualified for upon graduation.
- Recognizing what the minimum and desired qualifications are for positions in your industry.
- Reflecting on skills, you can build to help your candidacy for positions.

Directions:

1. Search and find at least three job announcements/postings that you see yourself applying for upon graduation from your degree program (or after your next graduate degree). Do not choose jobs that require 10 years of experience, for example. Recommended job search sites: [Handshake](#), [Indeed](#), [LinkedIn](#), [Snagajob](#), [Glassdoor](#)
2. Save the job description for future review. You can save the job post as a PDF, take a screenshot or print the job description.
3. Highlight all of the minimum qualifications and the “desired” qualifications on the job posting. Also, make note of the main job responsibilities of the position.
4. Make a spreadsheet using Microsoft Excel or Google Sheets. On that sheet:
 - a. First column: Create a list of the required/desired qualifications directly from the job posting.
 - b. Second column: Write examples of how you can currently demonstrate that you can do each requirement/qualification based on something in your educational/volunteer/work experience.
 - c. Third column: Given that you may have time left in your academic career, write how you *will* demonstrate or fulfill each requirement/qualification upon graduation. This third column in some ways is your future to-do list.
 - i. If you cannot identify an example, leave that space blank.
5. HINT: If you want to find learning outcomes specific to your degree, utilize the appropriate [VCU Bulletin](#) section. You can search by your specific school and program, and then search your degree. This will show a list of learning outcomes for your degree.
6. Now evaluate yourself and your answers and score yourself from 1-5. If you were the HR rep reading your resume, do your answers allow you to earn the top 5 points in scoring? The more bullets/examples you have, or the stronger your accomplishments, the higher the evaluation points you will receive by a recruiter/HR screening personnel.

Things to think about:

- How well did you demonstrate proficiency for the jobs you found?
- Would the Human Resources rep or Hiring Manager hire you with your current experience? If not, where are the gaps in your experience and what do you want to do to fill them?
- Who is someone that can help you achieve these goals or point you to a valuable resource?
- How can you apply this to your job search process or career and professional decisions?

[Gap Analysis Example](#) (Use the linked Google Sheet to create your own gap analysis)

- Make a copy or download the document to be able to edit this document.

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Appointments

If you are interested in making an appointment with one of our Career Advisors to review your resume or discuss any other career-related topics/questions, [see which advisor advises your industry of interest](#).

We recommend that first appointments with our office are with a career advisor. In addition, we offer several different appointment mediums to better meet your needs. Choose the medium that best fits your needs.

You can [schedule an appointment](#) by logging into Handshake and selecting the time that works best for you.

Events and Career Fairs

To see our upcoming events and career fairs you can check our [website](#) or log into [Handshake](#).

Questions

If you have any questions you can come into the office, call our front desk at (804) 828-1645, or email us at careers@vcu.edu.

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