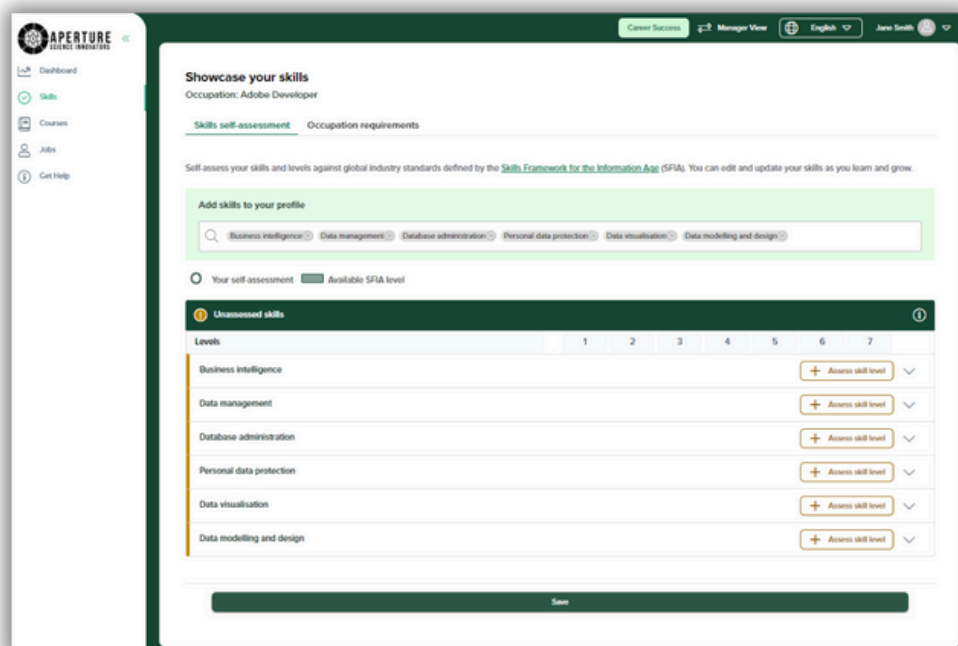


Assessing SFIA skills on *Potential*

For users

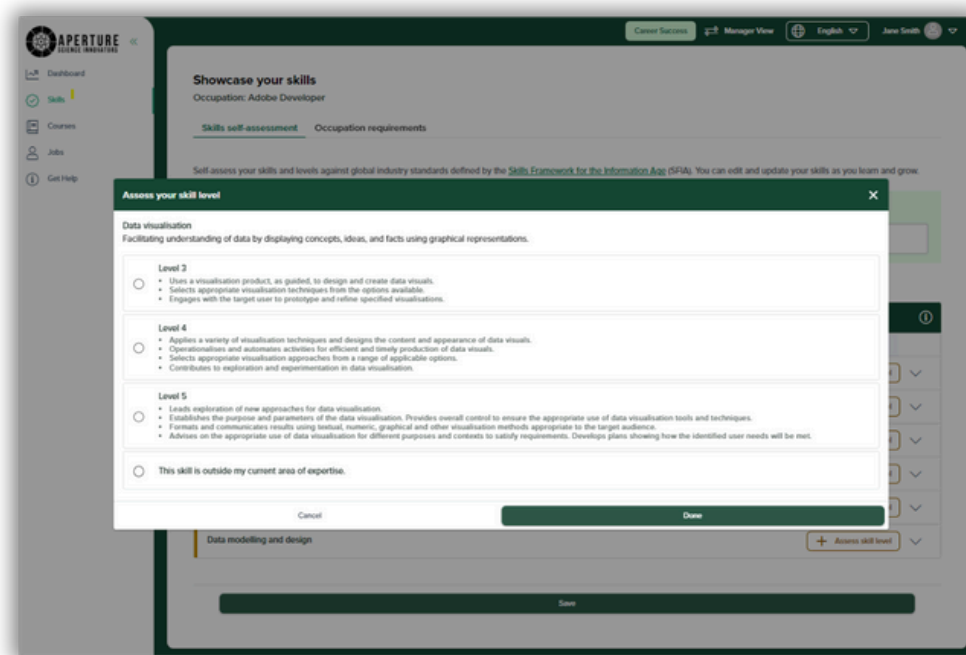
The mapping of [SFIA skills](#) and levels on *Potential* captures your ability to apply skills in a professional context and identifies opportunities for growth and development. To ensure you get the most out of mapping your skills, follow these steps when conducting your self-assessment:

1. **Prepare to assess your skills:** Prior to completing your self-assessment, gather relevant personal work records including recent job descriptions, project objectives, KPIs, deliverables and feedback. This will help you make the most accurate assessment of your current skills.
2. **Assess your most relevant skills first:** The first stage of the *Potential* skills mapping exercise seeks to capture your skills in relation to the requirements of your current role. Once your occupation has been assigned, you'll automatically see a list of skills to assess in the Skills tab. Depending on your role, this should include between two and seven skills, although some may have more.



3. **Be as accurate as possible when selecting levels:** Read each skill level description carefully. Select the level that accurately reflects the tasks you're capable of performing now, bearing in mind, you must be able to perform at least 80% of tasks included in the level description to achieve each level.

Note: *SFIA level descriptions do not describe knowledge, they describe the application and mastery of skills. Working knowledge of a skill is not enough, you must be applying that knowledge in a workplace context.*



Note: *In some instances, you may have a skill at multiple levels. For the purposes of assessing skills on Potential, the level selected should be the highest level you have demonstrated recently (i.e. in the last 5 years).*

4. **Add additional skills:** An important aspect of skills mapping is identifying where people may have skills that are flying under the radar and not being utilised to their full potential. Once you've assessed the skills relevant to your role, add any additional skills using the search bar, then assess the levels.

If you're unsure of which skills to add, refer to the [SFIA website](#) and review their full list of skills and descriptions.

5. **Don't worry if you haven't learned a skill yet:** If a skill appears on your profile to assess but you haven't learned that skill, simply select 'This skill is outside my current area of expertise.' Once you learn how to perform the skill, you can always go back onto *Potential* and select a level.