

## Competency self-assessment worksheet

This self-assessment worksheet is designed to help you prepare thoroughly for a job role and help you make an informed decision as to whether you have the skills, experience and competency that the hiring manager would like.

It gives you a structured way to reflect on your strengths, identify areas for development, and gather the examples you'll need for your application, interview, and any work-related testing.

Start by reviewing the position description carefully. Pay particular attention to the core competencies, essential requirements, and desirable attributes for the role. These provide strong clues about what the selection panel will be looking for and which competencies are likely to be assessed more than once.

Use the worksheet to rate yourself honestly against each competency. Focus on how well you can *demonstrate* the competency through real examples from your previous work history. If you haven't had any work experience, think about examples you could use from being involved in school activities, your community or sports team, or other interest groups. Strong applications are built on clear, specific evidence — not general statements — so take the time to note down situations, actions, and outcomes that show your capability.

Your self-assessment will help you:

- Understand what the role requires
- Identify where your strengths align
- Prepare examples for written questions and interviews
- Decide whether you may need support or development before applying

Completing this worksheet gives you a solid foundation for presenting your experience confidently and clearly throughout a selection process.

We're here to help – so if you get stuck or just want someone to talk your application through – drop us a line by email: [lynne@selectio.co.nz](mailto:lynne@selectio.co.nz)

## Competency self-assessment worksheet

### Role details

Role title: \_\_\_\_\_

Date advertised: \_\_\_\_\_

Date closes: \_\_\_\_\_

### Competency self-assessment scoring guide

#### Rating guide:

1 = Limited – not able to demonstrate competency

2 = Developing – requires further training / experience to be able to demonstrate competency

3 = Acceptable – can somewhat demonstrate competency

4 = Strong – can demonstrate strong competency (has been a core part of your work experience)

5 = Very strong – can demonstrate very strong competency (well developed and is a strength)

Please rate yourself based on how well you can demonstrate each competency with real, work-based examples. The selection process may include a practical work test as well as a structured behavioural interview.

### Instructions

1. We're assuming here that you haven't applied for the position. If you have that's great – we still recommend that you review both the job advertisement and the position description as there may be different information contained in each. Here your goal is to note the key competencies for the role and list them below. Most selection processes will focus on around six key competencies –this includes any application questions, as well as interview questions.
2. Identify what you think the most important competencies and skills/experience are. Note you could use 'AI' to do this for you – but remember it is not 'fool proof' so you should sense check it yourself – and with someone else to be sure. Competencies that are critical to the role are likely to be assessed more than once (e.g., online application, work test, interview). Review any 'essential' or 'desirable' requirements listed in either the job advertisement or the position description – and note anything that links clearly to a competency.
3. You are now ready to complete the self-assessment. For each competency, rate your level and add brief notes or example summaries. Use this worksheet to support your application and prepare examples for the application questions, an interview, or a work test.

## Competency self-assessment worksheet

### Role competencies table:

[We've popped a couple of sample ones in to get you started]

Competency	Stated level required (*)	My level (1-5)	Comments (summary of examples)
Problem Solving	Excellent	4	<i>Customer service – solving customer problems [list here a couple of specific examples where you clearly demonstrated successful problem solving]</i>
Team work	Good team player	4	<i>Previous roles worked in teams where had to share worktasks and support each other [list some specific examples]</i>
Written communication	Excellent	3	<i>Not had to do a lot of this – not super confident (might be a developmental area)</i>

(\*) Stated level required – you should obtain the level or standard that's been asked for from your review of the job advertisement and the position description. Employers will normally say they would like an excellent standard of problem solving or a good team player – they'll use descriptive words and you need to apply a rating to what you think that is.

### What next section:

Now you've completed your competency review it's time for you to look at your scores – have another look at what the job description and the advertisement are asking for. You now need to make an informed decision if you think your skills and experience are suitable for this role.

If there is a large gap between what the job requires and your current skill level, you may be less likely to be shortlisted. You may wish to:

- ✓ Identify areas where you may need to build your skills and competencies and work on these ready for when a similar roles come up.
- ✓ Reconsider your self-ratings – you can discuss with a colleague – your manager if that is appropriate – or a friend.

### A simple guide before you apply

If your skills, experience, and demonstrated competencies line up well with the role, your next step is to apply. Before you do, here are a few things to keep in mind.

## Competency self-assessment worksheet

### Be careful with AI-generated applications

It's tempting to let AI write your CV, cover letter, or application answers — it's quick, and the results can look polished at first glance. The problem is that recruiters see hundreds of applications, and AI-generated responses tend to sound the same. The language is generic, the tone is predictable, and it becomes obvious very quickly when an application hasn't been written by the candidate. Hiring managers are increasingly asking for personalised cover letters or short written statements about why you're interested in the role. This isn't busywork — it's a way to separate genuine applicants from AI-generated ones. Your own voice and your own examples will always stand out more than something produced in two minutes.

### Answer every application question

Most roles now include written questions as part of the application. These are important. They're usually taken directly from the position description and reflect the core competencies, essential requirements, and your motivation for the role.

Answer every question fully. Avoid writing "refer to my CV" — this is one of the quickest ways to have your application declined. The panel wants to see how *you* think, how you communicate, and how well you can demonstrate the competencies they're assessing.

Use your self-assessment worksheet to help you choose strong, relevant examples that show your capability clearly.

### A note on applying for roles

We want to encourage people to apply for roles they can genuinely do — even if they don't meet every single requirement. Research shows that women often hold back unless they meet all the criteria, while men will apply even if they meet only a portion. The key is to make an honest judgement: *Can I realistically perform the role?*

Randomly applying for roles you're not suited to isn't helpful for you or the recruiter. Most organisations use Applicant Tracking Systems (ATS), which record how often you apply. If you repeatedly apply for roles you're not qualified for, you may be flagged as an indiscriminate applicant — and that can affect future opportunities.

Many organisations also use AI screening tools, which quickly identify whether your application meets the requirements. A thoughtful, well-matched application will always perform better than a scattergun approach.

### Final thoughts

We hope this guide helps you prepare with confidence. A strong application is one that reflects *you* — your experience, your examples, and your genuine interest in the role. Use this worksheet to get clear on your strengths, gather your evidence, and put your best foot forward. Good luck!