



HARVARD GRADUATE SCHOOL OF EDUCATION

GAP ANALYSIS

Estimated Preparation Time: 4 hours

Gap analysis is an excellent technique for both planning the initial steps of your career and/or focusing your job search in positive areas of change. It is an exercise that allows you to analyze information about yourself in an objective way, and helps you note where you are now in relation to where you want to be in the future.

Think About:

- *Create a “brain dump” resume (everything you have done in the past in a detailed format) that covers skills, knowledge, and qualifications.*
- *Research possible position descriptions you would like to apply for when you are finished with the program and their qualification. What skills, knowledge and qualifications will you need to obtain your desired positions as compared to your current skills, knowledge and qualifications?*
- *If you are planning to apply to a doctoral program or another graduate program, you can think about what skills, knowledge and qualifications are needed to help you gain admission to the program(s). You will need to consider your grades, test-scores, what is important to your personal statement and research area of interest. Instead of researching job descriptions, analyze the faculty research focus of the institution and what makes a strong candidate for admission.*

Information for Evaluation of FEP Opportunity

As you consider each FEP opportunity, evaluate your key skills and the qualifications required for your ultimate position(s) or graduate program(s) by using the GAP Analysis described below. This will help you determine which FEP position will best help you fill in the missing “gaps.”

Review all possible job descriptions and/or graduate programs you would like to apply for when you graduate from HGSE (use the Career Services Office website as one source) and evaluate which qualifications

- You currently possess;
- You can build while here at the Graduate School of Education through your FEP and other courses;
- You determine are unattainable within your timeframe.

Skill Development

“Gap Analysis”

Using your “Brain Dump,” complete the two column list on the Gap Analysis worksheet. One column will list your skills, qualifications and knowledge. The other column will list the skills, qualifications and knowledge required for your desired job or admission into a particular school/doctoral program. *Use an actual job description from any job board. Or, if you’re immediately planning to pursue further graduate work, refer to admissions requirements and consider meeting with an admission representative or faculty member at the institution(s) you’re applying for more information about their decision criteria.* Highlight any skills, qualifications and abilities on the Desired Job Skills column that you have not already met and write a brief statement on how you plan to meet those job/program requirements through your FEP.

Gap Analysis Worksheet

Directions:

- 1- Column 1 - List all skills, qualifications, abilities, education, certifications and any professional qualities you possess.
- 2- Column 2 - List all qualifications, education levels, certifications and requirements needed for your desired job or further graduate work. **USE AN ACTUAL JOB DESCRIPTION TO FIND THIS INFORMATION.** Or, if applying to graduate school, refer to specifics about the program requirements.
- 3- Cross out all skills that are matching from column 1 and 2.
- 4- For any un-crossed out items in column 2, write action steps in column 3.
- 5- Column 4 - Write the expected outcome of those actions.
- 6- List people who will be instrumental in accomplishing the anticipated result in column 5.

You Have (1)	You Need To Have (2)	Action (3)	Anticipated Result (4)	Key Player (5)
Ed.M. Arts in Education	MA degree preferred	Strength. No action needed; highlight in resume		
IL Early Childhood License	Experience working with schools Understanding of educational issues	Strength. No action needed; highlight in resume		
Most professional experience been in schools or with kids	Experience working with schools Understanding of educational issues	Strength. No action needed; highlight in resume & cover letter		
Edit & proofread written material • Write children's books	Ability to be detail-oriented	Strength. No action needed; highlight in resume & cover letter		
Communicate well with key people in organization	Personal and phone communication skills	Strength. No action needed; highlight in resume & cover letter		
Establish culture to support learning Conduct needs assessment Assess learning styles and respond accordingly	Ability to facilitate communication & understanding of educational & artistic goals among teachers, artists, administrators, school coordinators & parents	Gray area; opportunity to strengthen		

<ul style="list-style-type: none"> Studied academic performance, risk & prevention for urban adolescents Created reading program Incorporated individual learning objectives into syllabus for IEP/IFSP students Developed programs for special needs children Coordinated first grade lesson plans Taught second grade 				
Develop educational curriculum & materials <ul style="list-style-type: none"> Developed curriculum using children's literature as teaching tool Designed & facilitated arts education curriculum Initiated multi-cultural curriculum 	Ability to design, plan and document programs	Gray area; opportunity to strengthen		
Develop plan & set objectives Set goals & determine courses of action Visualize concepts & results <ul style="list-style-type: none"> Planned & led after school activities for inner city kids (k-6) Served as communication & publicity co-chair for Harvard Alumni of Color Conference Run marathons 	Problem solving skills Experience with middle/high school aged kids	Gray area; opportunity to strengthen		
Knowledge of arts in education <ul style="list-style-type: none"> Enrolled in AIE program 	Experience working in the arts	Gray area; opportunity to strengthen		
	Ability to work well under pressure	Gray area; opportunity to strengthen		
	5 years experience	Doesn't have		