

Skills and Experience Questionnaire

NB This questionnaire is intended for use in consultation with your Academic Adviser, in order to help review priorities for personal development. It is completed voluntarily as a personal record to be kept by the student and is not intended for administrative or academic assessment purposes.

Name.....

University ID No. Date of Birth

Discipline/Programme Full or Part time Study.....

What is the **main reason** you decided to do a Masters degree?

- ☐ I intend to do a PhD
- ☐ I need an MA for my chosen career
- ☐ This MA will help me improve my current career
- ☐ I'm simply interested in the subject
- ☐ I didn't want/wasn't able to find employment
- ☐ I didn't know what else to do
- ☐ I don't know

What do you **intend to do** after you complete your MA?

- ☐ A PhD
- ☐ Enter Employment
- ☐ Continue Employment
- ☐ Retire or Homemaker
- ☐ I'm not sure yet
- ☐ Other (please state)

If you are plan to work after your MA programme, do you have

- ☐ Firm plans for what you will do, i.e. a job offer or a job to return to / continue with
- ☐ Some plans and ideas, though nothing confirmed yet
- ☐ A good idea of what you want to do but you haven't made any real plans
- ☐ No clear idea of what you will do yet

Do you have any **work experience** (paid or voluntary)? Yes ☐ No ☐

Choose the statement that *most closely matches* your circumstances:

- ☐ I have no experience of work at all
- ☐ I am new to this career path (i.e. some work experience but unrelated to the work you will be doing / plan to do)
- ☐ I am progressing in my chosen career path (i.e. some experience directly related to the work you intend to do and will return to this / you are still doing this)
- ☐ I am changing career (i.e. you have significant work experience but this is not directly related to your new career)
- ☐ I have come to the end of my career

Do you have any experience **related to your MA or research field**? Yes ☐ No ☐

What year did you complete your Bachelors Degree?

Consider the list of skill areas below and rate yourself based on your perceived level of expertise and whether you consider each one to be a priority for your development:

- 1: No experience
- 2: Limited experience
- 3: Working knowledge
- 4: Proficient
- 5: Expert

Academic Skills

Identifying and locating research materials

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Academic writing

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Formulating research questions

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Literature Review

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Bibliographic skills

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

IT/Media Skills

Endnote

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Word

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Excel

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

PowerPoint

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Access

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Building and maintaining web pages and blogs

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Using social media for networking and research

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Media production skills (e.g. film, podcast production)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Other (e.g. subject specific software)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Careers

CV writing

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Application Forms

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Interviews

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Searching for jobs in your chosen career

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Networking

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Career-specific vocational training/qualifications

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Work Experience. e.g. placements, internships

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Related vocational/technical skills, e.g. other languages, teaching, facilitation

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Other

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Priority area ☐

Please make a note here of other areas in which you consider you have relevant skills or experience and/or need further development.

Keep this form as a record for discussion with your Academic Adviser and to inform and plan your Personalised Learning and skills training.