



Skills Gap Analysis Checklist

A Culture-First Guide by livingHR

Start With Why

- ☐ Define the business goal or transformation driving this analysis
- ☐ Identify and engage key stakeholders
- ☐ Connect the skills gap analysis to strategic initiatives (e.g., DEI, transformation, succession)

Define the Skills That Matter

- ☐ List core technical skills needed for key roles
- ☐ Include human-first skills like collaboration and emotional intelligence
- ☐ Align skills to culture and business goals

Map Current State

- ☐ Gather data from managers via interviews or surveys
- ☐ Invite employees to self-assess capabilities and interests
- ☐ Pull insights from systems like Lattice, Payfactors, and performance data

Identify the Gaps

- ☐ Compare current skills to future needs
- ☐ Identify where talent is thriving, stretched, or ready to grow
- ☐ Consider equity and access in your gap analysis

Co-Create Solutions

- ☐ Design L&D plans to build needed skills internally
- ☐ Explore mentorship or job redesign opportunities
- ☐ Plan strategic hires where internal development isn't feasible

Define and Track Success

- ☐ Determine success metrics (e.g., retention, mobility, engagement)
- ☐ Set benchmarks and measure progress over time
- ☐ Adjust your plan based on data and employee feedback

