



# DETERMINING YOUR PROFICIENCY – ANALYTICAL SKILLS

Use the descriptions to determine your current and desired level of proficiency

Innovation		
Adaptability	Analytical Skills	Technology
Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	Employing current and emerging software and tools to solve general and industry-specific challenges.
Level of Proficiency	Description	
Awareness <i>theoretical knowledge</i>	<ul style="list-style-type: none"> <li>• Aware of methods to obtain, process, and synthesize different kinds of information</li> <li>• Possesses knowledge of how to use information to identify and solve problems</li> </ul>	
Basic <i>limited experience</i>	<ul style="list-style-type: none"> <li>• Begins to practice obtaining, processing, and synthesizing different kinds of information</li> <li>• Utilizes information to critically examine pre-identified problems, solve them, and understand how the solutions could contribute to organizational improvements</li> </ul>	
Intermediate <i>practical application</i>	<ul style="list-style-type: none"> <li>• Employs different methods of obtaining, processing, and synthesizing information</li> <li>• Utilizes information to critically examine self-identified problems, solve them, and understand how the solutions could lead to organizational improvements</li> </ul>	
Advanced <i>extensive experience and application</i>	<ul style="list-style-type: none"> <li>• Weighs the impact of different methods to collect, process, and synthesize information</li> <li>• Identifies areas of organization improvement and suggests a plan to obtain, process, and synthesize information that would result in a recommendation for a course of action</li> </ul>	
Expert <i>recognized for mastery and attainment in all areas</i>	<ul style="list-style-type: none"> <li>• Consulted as a resource on different methods to collect, process, and synthesize information</li> <li>• Promotes and maintains a culture where others are able to imagine alternatives and are empowered to identify and solve problems that lead to organizational improvement</li> </ul>	