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# Assess Your Skills to Advance Your Career

By the Security Executive Council

When was the last time you sat down to take a good hard look at your own skills and experience as a security leader?

Many of us don't engage in self-assessments until job searches force us to. But assessing your competencies has benefits beyond interview prep. It can help you determine what training and experience you can pursue today that might advance your career and your organizational goals now and down the road.

One challenge with self-assessments is that it's often hard to see gaps in your skill sets because you can't know what you don't know. That's why we've created this worksheet to help guide your process. It lists useful and expected competencies by category of security program, so you can gauge your skill level and experience level and identify potential gaps.

Use the following worksheet as a sample to guide your process. (The full version of this resource includes 13 categories; we've included two here as an example. Not all categories will apply.)

Consider your existing role in your organization and begin with the categories that fit that role. Then think about your security program's roadmap and your company's strategic plan. Into which categories might your expertise need to expand in the future to enable growth in planned directions?

Think about your career. Where would you like to be in five years? Ten? Which categories might benefit your rise to your ideal position or organization?

This worksheet can also be used to assess potential new hires and staff that is new to you when you've transitioned to a new leadership role.

▲	A	B	C
1		Skill Level 1-10 (low to high)	Experience Level 1-10 (low to high)
2	<b><u>Investigations:</u></b>		
3	Assets		
4	Asset Recovery		
5	Behavioral Interviewing		
6	Benefits Fraud		
7	Bomb Threat		
8	Civil Asset Recovery		
9	Chain of Custody Procedures		
10	Computer Crimes		
11	Crimes Against Persons		
12	Due Diligence (Financial)		
13	Embezzlement		
14	Employment Background		
15	Evidence Collection		
16	Financial Crimes		
17	Fire / Arson		
18	Information Theft		
19	Injury / Death Response		
20	Inventory Shortages		
21	Insurance		
22	Legal - sovereign criminal evidence, testifying		
23	Litigation, Witness Location		
24	Mail / Fraud		
25	Mergers & Acquisitions; Due Diligence		
26	Network and Systems Intrusions		
27	Policy/Procedure Violations		
28	Property Crimes		
29	SEC Regulatory Offenses		
30	Social Media		
31	Standard Operating Procedure		
32	Surveillance Methods		

This exercise can be scored any number of ways. Here are a few options:

**Scoring (self-assessment)**

- Skill or experience below 5: Requires work. Concentrate training efforts on these items.
- Weight items more heavily that apply directly to your current, prospective, or ideal position
- Weight items more heavily that your senior management has deemed important to your organization
- Totals or averages per category may be compared to provide generalized training guidance

**Scoring (hiring/staff assessment)**

- Determine required totals or averages per category for potential hires
- Determine required ranges of skill and experience for each item
- Work with HR to discuss using required ranges to assess interviews, applications and resumes
- Ask potential hires and/or staff to complete this exercise as a self-assessment and compare to required ranges.
- Use staff assessments to guide team training and transitions

33	Theft and Fraud		
34	Undercover/Informants		
35	Workers Comp Fraud		
36	Workplace Violence		
37	Written Statement Analysis		
38			
39	<b><u>Physical Security Systems, Methods, &amp; Procedures</u></b>		
40	Alarm Response		
41	Access Control		
42	All-hazards Risk, Threat & Vulnerability Assessment, Awareness and Situational Reporting		
43	Alarms - Door, Critical Process, Duress, Life-Safety, Monitoring		
44	Biometrics, Readers, Cards, PINS		
45	CCTV and Video Management Systems		
46	Central Station Management		
47	Crime Prevention Through Environmental Design CPTED		
48	Evacuation and Shelter-In-Place		
49	Global Security Ops Centers		
50	Identity Authentication		
51	Lighting		
52	Lock & Key Programs		
53	Multi-Tenant Security Systems		
54	Perimeter Controls Alarms, Barriers, Fences, Gates, Security Patrol, Signage and Surveillance Turnstiles		
55	Protection-In-Depth		
56	Security Officer/Systems Utilization		
57	Security Standards e.g., NFPA 1600, ANSI and ISO and US Gov equivalents C-FATS, C-TPAT, Etc.		
58	System Integration		
59	System Design & Specifications		
60	Weapons - certifications, training - Use of Force		
61	Workplace/Workforce Notification and Alerting		
62			
63	<b><u>TOTALS</u></b>		

The full version includes 13 categories: Investigations; Physical Security; Procedural Controls; Proprietary Information; International Operations; Program Management; Governance and Policy; Business Conduct & Ethics; IT Security; Supply Chain Security; Business Continuity & Crisis Management; HR Security; and U.S. Legal Regulatory Requirements. To talk about the categories not included here, [contact us](#).

Need help finding resources designed to help security leaders address the gaps they find? We can help. [Contact us](#) to discuss your needs.

**Visit the Security Executive Council web site to view more resources in the [Corporate Security Career: Career Development](#) series.**

## **About the Security Executive Council**

The SEC is the leading research and advisory firm focused on corporate security risk mitigation solutions. Having worked with hundreds of companies and organizations we have witnessed the proven practices that produce the most positive transformation. Our subject matter experts have deep expertise in all aspects of security risk mitigation strategy; they collaborate with security leaders to transform security programs into more capable and valued centers of excellence. Watch our [3-minute video](#) to learn more.

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