

INTRODUCING THE NSW Capability Discovery Tool

The Capability Discovery Tool is a useful resource for current NSW public sector employees and for anyone interested in applying for roles in the sector.



It will help you think..

about your current capability levels, and how you can develop yourself to get where you want to go.



You can choose to..

- complete the tool as a self-reflection exercise
- or you can consider the capabilities of a member of your staff or a colleague.



Step 1

Choose the capabilities and levels you want to consider

These might come from your current role or a role that you are interested in applying for.

Reflect on your capabilities

Consider how you perform against a list of behavioural indicators (e.g. 'understand the importance of customer service') and indicate whether you meet or exceed this indicator, or whether you require development.

Step 2



Step 3

Get other perspectives

Invite your managers or colleagues to complete the exercise for you so you can get a better picture of where you are excelling, and where you need development.

Download your report

Your report will show how you're tracking against the capabilities you considered, and provide some practical tips on how you can keep improving and progress in your career. When your manager or colleagues complete the tool, they will receive a copy of the report to discuss with you.

Step 4



A note on privacy

To protect your privacy, we don't store any information entered into the Capability Discovery Tool. This means you will need to make sure to save or email your report, as we won't be able to retrieve it for you otherwise.



To access the Capability Discovery Tool or for more information:

www.psc.nsw.gov.au/capabilitydiscoverytool