

Employability Mapping Worksheet

Map what you actually do at work to the Six Sigma belt level that fits it, and build the evidence you can show a manager, a recruiter, or a promotion committee.

YOUR NAME

JOB TITLE

DATE

HOW TO USE THIS WORKSHEET

Work through the four parts in order. Part 1 takes inventory of your real work. Part 2 scores it against the signals that separate belt levels. Part 3 turns your best results into proof. Part 4 shows what stands between you and your next role. Page 4 is a one-page summary you can share. Type into the fields on screen, or print it and write by hand.

PART 1

Responsibility Inventory

List the eight most important things you are responsible for in a typical month. For each one, mark the scope you work at and your role in it. Think about what you do, not what your title says.

		SCOPE I WORK AT				MY ROLE		
		TEAM	DEPT.	CROSS-FN.	ENTERPRISE	LED	SUPPORTED	SPONSORED
1		☐	☐	☐	☐	☐	☐	☐
2		☐	☐	☐	☐	☐	☐	☐
3		☐	☐	☐	☐	☐	☐	☐
4		☐	☐	☐	☐	☐	☐	☐
5		☐	☐	☐	☐	☐	☐	☐
6		☐	☐	☐	☐	☐	☐	☐
7		☐	☐	☐	☐	☐	☐	☐
8		☐	☐	☐	☐	☐	☐	☐

WHAT STANDS OUT? WHERE DOES YOUR REAL WORK REACH FURTHEST BEYOND YOUR JOB TITLE?

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PART 2

The Mapping

For each signal, choose the statement that best describes your job as it is today, not the job you hope to have. The result is only as useful as your honesty. Select one answer per row.

LOWER RESPONSIBILITY

HIGHER RESPONSIBILITY

Involvement Your part in improvement work	☐ 1 Mostly hear about it from others	☐ 2 Support or assist on projects part of the time	☐ 3 Leading projects is a real part of my job	☐ 4 I lead projects and train others to run theirs	☐ 5 I sponsor and fund it; others run it
Scope Typical reach of initiatives	☐ 1 Small tweaks within my own team	☐ 2 Department-level projects	☐ 3 Projects that cross multiple departments	☐ 4 Enterprise-wide initiatives	☐ 5 Strategic, company-wide priorities
Measured results Tracking and reporting outcomes	☐ 1 Never; not part of my role	☐ 2 Occasionally, when asked	☐ 3 Regularly, for projects I personally run	☐ 4 Regularly, across several teams' projects	☐ 5 I review reported ROI to decide budget or strategy
Training others Coaching and mentoring	☐ 1 I haven't done this	☐ 2 I've helped a coworker informally	☐ 3 I coach teammates on active projects	☐ 4 I formally train others for certification	☐ 5 I approve training and certification budgets
Budget and authority Control over improvement work	☐ 1 None	☐ 2 Limited, only for my own small projects	☐ 3 Yes, for projects I personally lead	☐ 4 Yes, across multiple teams or departments	☐ 5 Yes, at an executive or strategic level
Manager's view How your manager would describe you	☐ 1 "Aware of it"	☐ 2 "Helps out when needed"	☐ 3 "Runs the projects"	☐ 4 "Leads and mentors the program"	☐ 5 "Owns the strategy"
Tool use DMAIC, root cause, control charts	☐ 1 Never	☐ 2 Occasionally, when someone asks me to	☐ 3 Regularly, on my own projects	☐ 4 Regularly, while teaching others to use them	☐ 5 Rarely myself, but I require others to
Replacement test What your successor would need to do	☐ 1 Follow the existing process	☐ 2 Assist on improvement work	☐ 3 Independently lead improvement projects	☐ 4 Run and train a team of belts	☐ 5 Set improvement strategy and priorities

Torn between two answers? Choose the one your manager would pick, and note why in Part 3.

ADD YOUR EIGHT SCORES, THEN FIND YOUR RANGE

TOTAL SCORE / 40	YELLOW BELT 8–13 pts Early exposure	GREEN BELT 14–19 pts Part-time project lead	BLACK BELT 20–27 pts Leads initiatives full-time	MASTER BLACK BELT 28–34 pts Trains and leads belts	SIX SIGMA CHAMPION 35–40 pts Strategic sponsor
	☐ MY LEVEL	☐ MY LEVEL	☐ MY LEVEL	☐ MY LEVEL	☐ MY LEVEL

Your total is a directional starting point. Use Part 3 to test it against evidence: if you can't point to results that match your level, you've found where to focus.

Employability Mapping is a framework originated by Management and Strategy Institute to measure how certification aligns with real job responsibilities. This worksheet gives a directional recommendation based on your answers and is not a substitute for a full certification exam. Results are not guaranteed and may not reflect the true abilities or responsibilities of any one individual.

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PART 3

Proof-of-Impact Log

Belt levels are earned in results you can point to. Record your two strongest recent projects. Numbers beat adjectives.

PROJECT 1

PROJECT OR INITIATIVE

TIMEFRAME

THE PROBLEM I WAS SOLVING

WHAT I DID, AND MY ROLE

THE MEASURABLE RESULT (DOLLARS, PERCENT, HOURS, DEFECTS)

HOW I'D PUT IT ON A RÉSUMÉ OR IN A REVIEW

PROJECT 2

PROJECT OR INITIATIVE

TIMEFRAME

THE PROBLEM I WAS SOLVING

WHAT I DID, AND MY ROLE

THE MEASURABLE RESULT (DOLLARS, PERCENT, HOURS, DEFECTS)

HOW I'D PUT IT ON A RÉSUMÉ OR IN A REVIEW

PART 4

Next-Role Gap Plan

Where do you want to go, and what stands between your current level and that role?

THE ROLE I WANT NEXT

BELT LEVEL THAT ROLE TYPICALLY EXPECTS

☐ YELLOW☐ GREEN☐ BLACK☐ MBB☐ CHAMP.

THE BIGGEST GAP BETWEEN MY MAPPED LEVEL AND THAT ROLE

CERTIFICATION I'LL PURSUE

START BY

FINISH BY

My Employability Mapping Summary

A one-page snapshot of where my work sits today and what comes next. Shared with permission.

NAME

JOB TITLE

ORGANIZATION

DATE PREPARED

MAPPED LEVEL

SCORE / 40	YELLOW BELT 8–13 pts ☐ MY LEVEL	GREEN BELT 14–19 pts ☐ MY LEVEL	BLACK BELT 20–27 pts ☐ MY LEVEL	MASTER BLACK BELT 28–34 pts ☐ MY LEVEL	SIX SIGMA CHAMPION 35–40 pts ☐ MY LEVEL
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THREE STRENGTHS MY WORK DEMONSTRATES

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MY STRONGEST MEASURABLE RESULT

MY NEXT CERTIFICATION

TARGET DATE

THE CONVERSATION I'D LIKE TO HAVE

Not sure where you stand? Find your level in five minutes.

Take the free Employability Mapping assessment:

courses.msicertified.com/employability-mapping

About Employability Mapping

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