Learning Experience Designer Skills Checklist and Job Description Template

Assess LXD skills by level, check a portfolio, and write a clear LXD job description

1. Skills self-assessment

Rate each skill from 1 (new to it) to 5 (could teach it). The level columns show what is typically expected.

Skill area	Entry	Mid	Senior	Me (1-5)
Learning science and ID	Writes clear objectives and basic practice	Designs practice and assessment for real tasks	Chooses the right approach for complex problems	
Learner research	Joins interviews, takes notes	Runs interviews, builds personas	Plans research, maps full journeys	
UX and visual design	Uses templates well	Builds wireframes, runs simple tests	Sets design standards, leads testing	
Authoring tools	Builds from storyboards	Builds complex interactions	Chooses tools, reviews others' builds	
Writing	Clear scripts and instructions	Realistic scenarios and microcopy	Edits others, sets tone and style	
Learning technology	Publishes to an LMS	Sets up tracking and reports	Designs data and measurement plans	
AI tools	Drafts content with AI, checks it	Builds AI-assisted prototypes	Designs AI-powered practice	
Stakeholders	Works with one SME	Manages SMEs and reviews	Leads stakeholders, pushes back	

2. Portfolio checklist (for each piece)

- ☐ States the problem and the audience
- ☐ Shows learner research and findings
- ☐ Explains key design decisions
- ☐ Shows a prototype or early version
- ☐ Shows what testing changed
- ☐ Includes a working sample or video
- ☐ Shares results or feedback
- ☐ Notes what you would change now

3. LXD job description template

Copy and edit the text in each row. Replace anything in [brackets].

Section	Template text
Job title	Learning Experience Designer [Junior / Mid-level / Senior]
Summary	We are looking for a learning experience designer to research, design and improve learning for [audience]. You will shape the full learner journey, from first touchpoint to on-the-job practice.
Responsibilities	Interview learners and stakeholders; define performance goals; design learner journeys, courses and job aids; build and test prototypes with learners; write storyboards, scripts and scenarios; work with SMEs and developers; review data and improve programs.
Must-have skills	Instructional design and learning science basics; learner research; [authoring tool]; clear writing; stakeholder management.
Nice to have	UX or visual design; Figma; video; LMS reporting; AI tools for content and practice.
Portfolio	Please share 2-3 portfolio pieces that show your process, not just the final product.
Location and pay	[Remote / hybrid / on-site], [salary range], [benefits]

4. My next 90 days

One skill I will build, and how

One portfolio piece I will create or update

Full guide: elearningsolutionslab.com/learning-experience-designer/ | Need LXD support? elearningsolutionslab.com/contact/