

Competency-Based Employee Skills Assessment Form

This **competency-based employee skills assessment form** sample is designed to evaluate an individual's abilities and expertise accurately. It helps organizations identify skill gaps and development needs to enhance workforce performance. Utilizing this form ensures targeted training and improved employee growth.

Employee Information

Employee Name		Position/Title	
Department		Assessment Date	
Supervisor			

Competency Assessment

Competency	Description	Rating (1 - Needs Improvement, 2 - Developing, 3 - Proficient, 4 - Advanced, 5 - Expert)	Comments/Examples
Technical Skills	Demonstrates required job-specific technical knowledge and skills.		
Communication	Clearly and effectively communicates information and ideas.		
Teamwork	Works collaboratively and supports team objectives.		
Problem Solving	Identifies issues and formulates solutions effectively.		
Adaptability	Adjusts to new conditions and challenges smoothly.		

Development Needs & Action Plan

Identified Skill Gap	Recommended Actions or Training	Target Completion Date

Additional Comments

Employee Signature		Date	
Supervisor Signature		Date	