

Employee Skills Assessment Form Sample

The **employee skills assessment form sample** is a valuable tool designed to evaluate and document the competencies and expertise of staff members. It helps organizations identify strengths and areas for improvement to enhance workforce development. Utilizing this form ensures a structured approach to measuring employee skills effectively.

Employee Information

Employee Name	
Department	
Position/Title	
Assessment Date	
Assessor Name	

Core Competencies Assessment

Skill / Competency	Rating (1-5)	Comments
Technical Skills		
Communication		
Teamwork		
Problem-Solving		
Adaptability		
Leadership		

Strengths

Areas for Improvement

Development Action Plan

Area for Development	Suggested Action/Training	Timeline

Assessor's Comments

Employee Signature	<hr/>	Date	
Assessor Signature	<hr/>	Date	