

Training Needs Assessment Form for New Hires

A **Training Needs Assessment** form sample for new hires helps identify the skills and knowledge gaps of new employees. This tool ensures tailored onboarding programs that boost productivity and job performance. Efficiently designed forms streamline the process of aligning training with organizational goals.

Employee Name

Position/Title

Department

Date of Assessment

YYYY-MM-DD

1. Core Skills Assessment

Technical/Job-related Skills

List job-specific skills required. Indicate proficiency or gaps.

Soft Skills (communication, teamwork, etc.)

Describe needed soft skills and current competency.

2. Compliance & Policies

Need for policies, procedures, or compliance training?

--Select--

If yes or unsure, please specify areas:

E.g. safety, data protection, diversity, etc.

3. Digital & Systems Proficiency

Digital tools/systems training required?

E.g. CRM, ERP, email, internal software

4. Preferred Learning Methods

Preferred training/learning methods

--Select--

If other, please specify:

5. Additional Comments

Any additional comments or observations?

Submit Assessment