

# 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