

Training Needs Assessment Questionnaire with Competency Ratings

A **training needs assessment questionnaire** with competency ratings is a valuable tool for identifying skill gaps within an organization. It helps measure employee proficiency levels to tailor effective development programs. This approach ensures targeted training that enhances both individual and organizational performance.

Instructions:

For each competency area listed below, please rate your current proficiency using the scale provided. Select the most accurate rating for your abilities. Feel free to add comments for further clarification or to highlight specific needs.

Competency Rating Scale:

- 1. **1 - No Experience:** No knowledge or experience in this area.
- 2. **2 - Beginner:** Some basic knowledge; requires significant guidance.
- 3. **3 - Intermediate:** Capable of working independently, but still learning.
- 4. **4 - Advanced:** Strong proficiency; able to mentor or guide others.
- 5. **5 - Expert:** Recognized expert; sought out by others for advice.

Competency Area	1 No Experience	2 Beginner	3 Intermediate	4 Advanced	5 Expert	Comments
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Teamwork & Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Project Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Additional Comments or Training Needs:

Submit Assessment