

Annual Employee Skills Assessment Form

Use this **annual employee skills assessment form** sample example to effectively evaluate and document your staff's competencies and development needs. This standardized tool helps HR managers identify skill gaps and plan targeted training sessions. Streamlining the assessment process ensures improved workforce performance and growth.

Employee Information

Employee Name	_____	Employee ID	_____
Job Title	_____	Department	_____
Assessment Period	_____		
Assessor Name	_____		

Core Skills Assessment

Skill Area	Excellent	Good	Needs Improvement	Comments
Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Additional Competencies

Competency	Proficiency Level (1-5)	Comments
Time Management	--Select-- <input type="button" value="▼"/>	_____
Adaptability	--Select-- <input type="button" value="▼"/>	_____
Customer Service	--Select-- <input type="button" value="▼"/>	_____

Development Needs & Training Recommendations

Identified Skill Gap	Suggested Training/Development	Comments
_____	_____	_____

Overall Comments & Summary

Employee Signature:	Date:
_____	_____
Assessor Signature:	Date:
_____	_____