

Employee Skills Assessment Form

Download a **free printable employee skills assessment form sample** to efficiently evaluate your team's capabilities and identify areas for development. This customizable template helps streamline performance reviews and training needs analysis. Improve workforce productivity and skill alignment with ease using this practical resource.

Employee Information

Employee Name:		Employee ID:	
Position:		Department:	
Assessment Date:		Assessor Name:	

Core Skills Assessment

Skill	Rating 1 (Low) - 5 (High)	Comments
Communication		
Teamwork		
Problem Solving		
Technical Skills		
Leadership		

Additional Skills

Skill:		Rating:	
Skill:		Rating:	

Training & Development Needs

Area for Improvement	Recommended Action/Training

Employee Signature:		Date:	
Assessor Signature:		Date:	