

New Hire Employee Skills Assessment Form

Use this **new hire employee skills assessment form sample** to efficiently evaluate the competencies and strengths of your latest recruits. It helps employers identify skill gaps and align training programs accordingly. Streamline your onboarding process with this practical and easy-to-use template.

Instructions: For each skill area, please rate the employee using the scale below.
1 - Needs Improvement, 2 - Basic, 3 - Proficient, 4 - Advanced, 5 - Expert

Employee Information

Employee Name:

Department:

Date:

Skill Assessment

Skill Area	1	2	3	4	5	Comments
Technical Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Communication Skills	<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"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Leadership Potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Summary and Recommendations

Summarize strengths, areas for improvement, and recommended training if needed.

Assessor Name:

Signature:

Date:

Submit Assessment