

Employee Competency Assessment Form

The **employee competency assessment form** sample template is a structured tool designed to evaluate skills, knowledge, and performance effectively. It helps organizations identify strengths and areas for improvement in their workforce. Using this template ensures consistent and objective assessments across all employees.

Employee Information

Name	_____	Department	_____
Position	_____	Date	_____

Competency Assessment

Competency Area	Rating (1-5)	Comments
Technical Skills	_____	
Communication	_____	
Teamwork	_____	
Problem Solving	_____	
Adaptability	_____	
Leadership	_____	

Strengths

Areas for Improvement

Overall Comments

Assessor Information

Name	_____	Date	_____
Signature	_____		