

Employee Skills Assessment Form Sample

The **employee skills assessment form sample** is a valuable tool designed to evaluate an individual's competencies and expertise in the workplace. It helps managers identify strengths and areas for improvement, facilitating targeted training and professional development. Utilizing this form ensures a structured approach to measuring employee performance and skill growth.

Instructions: For each skill listed below, rate the employee's competency level on a scale of 1 (Needs Improvement) to 5 (Excellent). Use the comments section to provide specific feedback or examples.

Employee Name:

Department:

Job Title:

Assessment Date:

Skills Assessment

Skill Area	1 Needs Improvement	2	3	4	5 Excellent	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"/>
Teamwork	<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"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Overall Comments / Development Plan

Submit Assessment