

Pre-Training Assessment Form Sample for New Hires

The **pre-training assessment form** sample for new hires is designed to evaluate the initial skills and knowledge of new employees before they begin their training. This form helps identify areas that need improvement to tailor effective onboarding programs. Utilizing such assessments ensures a smooth transition and enhances overall workforce readiness.

Employee Information

Full Name:

Position/Role:

Department:

Date:

Skills Assessment

1. How would you rate your proficiency with the following tools or software? (1 = No Experience, 5 = Expert)

Microsoft Office Suite:

1

Email Communication:

1

Industry-specific Software:

1

Knowledge Base

2. How familiar are you with our company and its products/services?

Not at all familiar

3. How confident are you in understanding your main job duties and responsibilities?

Not confident

Development Needs & Interests

4. What areas do you feel you need the most improvement in?

5. Are there any specific training topics or skills you are particularly interested in?

Submit Assessment