

# Administrative Assistant Competency Assessment Form (Sample)

The **administrative assistant competency assessment form sample** is a valuable tool designed to evaluate the skills and efficiency of administrative professionals. It helps in identifying strengths and areas for improvement through structured criteria. This form ensures consistent performance standards and supports professional development in administrative roles.

Employee Name:  Date:

Position/Department:

Supervisor/Assessor:

## Competency Assessment Criteria

Competency Area	Description	Rating (1-5)	Comments
Communication	Demonstrates clear, professional, and effective written and verbal communication skills.	<input type="text"/>	<input type="text"/>
Time Management	Organizes tasks efficiently, meets deadlines, and adapts to changing priorities as needed.	<input type="text"/>	<input type="text"/>
Technical Skills	Proficient with office software, equipment, and related technology.	<input type="text"/>	<input type="text"/>
Attention to Detail	Consistently accurate in work, minimizing errors and maintaining high-quality standards.	<input type="text"/>	<input type="text"/>
Customer Service	Responds appropriately to internal and external customer needs.	<input type="text"/>	<input type="text"/>
Initiative	Proactively solves problems and seeks opportunities for process improvement.	<input type="text"/>	<input type="text"/>

## Overall Assessment & Recommendations

Overall Performance Rating (1-5):

Strengths Observed:

Areas for Improvement:

Development Goals/Action Plan:

Employee Comments:

**Supervisor/Assessor Signature:**  **Date:**

Submit Assessment