

Skills and Competency Assessment Form

Employee Name

Position / Title

Department

Date

Skill & Competency Evaluation

Skill / Competency	Required Level	Employee's Self Rating (1-5)	Assessor's Rating (1-5)	Comments
Technical Knowledge	Basic ▾	1 ▾	1 ▾	<input type="text"/>
Communication Skills	Basic ▾	1 ▾	1 ▾	<input type="text"/>
Problem Solving	Basic ▾	1 ▾	1 ▾	<input type="text"/>
Teamwork	Basic ▾	1 ▾	1 ▾	<input type="text"/>
Leadership	Basic ▾	1 ▾	1 ▾	<input type="text"/>

Overall Strengths

Areas for Development

Recommended Actions

Signatures

Employee

Signature

Assessor

Signature

Important Notes:

- This form is used to objectively assess skills and competencies for professional development.
- Both employee self-assessment and assessor input are recommended for a comprehensive view.
- All responses should be honest and constructive to maximize growth opportunities.
- Confidentiality should be maintained regarding the information provided in this document.