

Skills Assessment

Personal Information
Name:
Position/Title:
Department:
Date of Assessment:
Assessor's Name:

Instructions: This skills assessment is designed to evaluate your proficiency in various key areas relevant to your role. Please rate your level of expertise in each skill using the following scale:

0 - No Proficiency 1 - Basic Understanding 2 - Competent 3 - Proficient 4 - Expert

Skill Categories

1. Technical Skills

Skill 1:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0.	1.	2.	3.	4.
No Proficiency	Basic Understanding	Competent	Proficient	Expert

Skill 2:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0.	1.	2.	3.	4.
No Proficiency	Basic Understanding	Competent	Proficient	Expert

Skill 3:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0.	1.	2.	3.	4.
No Proficiency	Basic Understanding	Competent	Proficient	Expert

Additional Comments:

2. Communication Skills

Verbal Communication:

- | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 0. | 1. | 2. | 3. | 4. |
| No Proficiency | Basic Understanding | Competent | Proficient | Expert |

Written Communication:

- | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 0. | 1. | 2. | 3. | 4. |
| No Proficiency | Basic Understanding | Competent | Proficient | Expert |

Listening Skills:

- | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 0. | 1. | 2. | 3. | 4. |
| No Proficiency | Basic Understanding | Competent | Proficient | Expert |

Additional Comments:

3. Problem-Solving Skills

Analytical Thinking:

0. No Proficiency 1. Basic Understanding 2. Competent 3. Proficient 4. Expert

Creative Problem Solving:

0. No Proficiency 1. Basic Understanding 2. Competent 3. Proficient 4. Expert

Decision Making:

0. No Proficiency 1. Basic Understanding 2. Competent 3. Proficient 4. Expert

Additional Comments:

4. Leadership and Management Skills

Team Leadership:

0. No Proficiency 1. Basic Understanding 2. Competent 3. Proficient 4. Expert

Project Management:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Time Management:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Additional Comments:

5. Interpersonal Skills

Teamwork:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Conflict Resolution:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Negotiation:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Additional Comments:

6. Personal and Professional Development Skills

Adaptability:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Continuous Learning:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Self-Motivation:



0.

No Proficiency



1.

Basic
Understanding



2.

Competent



3.

Proficient



4.

Expert

Additional Comments:

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Overall Assessment

Strengths:

--

Areas for Improvement:

--

Recommended Training/Development Activities:

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Employee's Comments

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Assessor's Signature

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Name:

--

Date:

Employee's Signature

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Name:

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Date: