

# 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:**

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**Recommended Training/Development Activities:**

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**Employee's Comments**

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**Assessor's Signature**

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Name:

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Date:

**Employee's Signature**

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Name:

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Date: