

Skills and Competencies Gap Evaluation Template

Employee Name

Position/Title

Evaluator

Date

Skills and Competency Assessment

Skill/Competency	Required Level	Current Level	Gap/Comments
<div>e.g. Communication</div>	<div></div>	<div></div>	<div></div>
<div>e.g. Teamwork</div>	<div></div>	<div></div>	<div></div>
<div>e.g. Technical Knowledge</div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Summary of Key Gaps

Development Plan / Actions