

# Skills and Competencies Gap Evaluation Template

Employee Name

Position/Title

Evaluator

Date

## Skills and Competency Assessment

Skill/Competency	Required Level	Current Level	Gap/Comments
e.g. Communication	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Teamwork	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Technical Knowledge	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Summary of Key Gaps

## Development Plan / Actions