

Competency Enhancement Evaluation Checklist

Employee Name

Position/Title

Department

Date

Evaluator Name

Competency Evaluation

Competency	Criteria	Not Demonstrated	Partially Demonstrated	Fully Demonstrated
Technical Skills	Fulfills required job-specific skills	<div></div>	<div></div>	<div></div>
Communication	Effectively conveys information and ideas	<div></div>	<div></div>	<div></div>
Teamwork	Works collaboratively with others	<div></div>	<div></div>	<div></div>
Problem Solving	Analyzes issues and develops solutions	<div></div>	<div></div>	<div></div>
Continuous Learning	Engages in ongoing development activities	<div></div>	<div></div>	<div></div>

Key Strengths Observed

Areas for Enhancement

Recommended Action Plan

