Candidate Competency Evaluation Checklist for Promotion

Candidate Name:

Current Position:

Proposed Position:

Evaluation Date:

Competency Evaluation Checklist

Competency Area	Meets Expectations	Comments
Technical Knowledge	☐ Yes ☐ No	
Leadership & Initiative	☐ Yes ☐ No	
Communication Skills	☐ Yes ☐ No	
Problem Solving	☐ Yes ☐ No	
Teamwork & Collaboration	☐ Yes ☐ No	
Adaptability	☐ Yes ☐ No	

Overall Comments:

Reviewer Name:

Signature:

Date: