

# Employee Skills Development Record

Employee Name

Employee ID

Position

Department

Supervisor

Date of Review

## Skills & Training Record

Skill / Training	Date Completed	Trainer / Provider	Proficiency Level
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>

Development Goals

Recommended Actions / Trainings

Remarks

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<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>