

Employee Skills and Competency Self-Assessment

This assessment is designed for employees to evaluate their current skills, competencies, and areas for professional development. Please fill out this form honestly to facilitate your upcoming performance review and career development planning. This document is formatted for printing.

Employee Information

Employee Name:	<input type="text" value="First and Last Name"/>	Job Title:	<input type="text" value="Current Role"/>
Department:	<input type="text" value="Department/Team"/>	Date:	<input type="text" value="MM/DD/YYYY"/>
Manager/Evaluator:	<input type="text" value="Manager Name"/>	Review Period:	<input type="text" value="e.g., Annual 2024"/>

Instructions

For each competency listed below, rate your current proficiency level using the following scale in the "Self-Rating" column. Use the "Comments / Examples" column to provide brief justification or evidence for your rating.

- **1 - Novice:** Fundamental awareness; requires constant guidance.
- **2 - Intermediate:** Practical application; can perform tasks with occasional supervision.
- **3 - Advanced:** Fully competent; works independently and can guide others.
- **4 - Expert:** Deep expertise; recognized leader, innovates, and trains others.

1. Technical & Job-Specific Skills

Core Competency / Skill Description	Self-Rating (1-4)	Comments, Examples, or Training Needs
Core Technical Skills: Proficiency in the primary tools, software, languages, or equipment required for your role.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Industry Knowledge: Understanding of industry trends, standards, best practices, and competitors.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Data Analysis & Reporting: Ability to gather, analyze, and present information to support decision-making.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>

2. Communication & Collaboration

Core Competency / Skill Description	Self-Rating (1-4)	Comments, Examples, or Training Needs
Verbal & Written Communication: Clear, concise, and professional expression of ideas in meetings, emails, and reports.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Teamwork & Collaboration: Working effectively with diverse team members, supporting shared goals, and resolving conflicts constructively.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Client/Stakeholder Relations: Managing relationships with external clients or internal partners with professionalism and empathy.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>

3. Problem Solving & Adaptability

Core Competency / Skill Description	Self-Rating (1-4)	Comments, Examples, or Training Needs

Core Competency / Skill Description	Self-Rating (1-4)	Comments, Examples, or Training Needs
Analytical Thinking: Breaking down complex problems, identifying root causes, and proposing logical solutions.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Adaptability & Flexibility: Responding positively to organizational changes, shifting priorities, and new methodologies.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Innovation & Initiative: Proactively seeking out ways to improve workflows, processes, or services.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>

4. Leadership & Personal Effectiveness

Core Competency / Skill Description	Self-Rating (1-4)	Comments, Examples, or Training Needs
Time Management & Reliability: Prioritizing work, meeting deadlines, and maintaining high quality under pressure.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>
Leadership & Mentoring: Guiding, motivating, or supporting others in their development, regardless of official title.	<input type="text"/>	<input type="text" value="Describe your experience or gaps"/>

Open-Ended Reflection & Development Goals

1. What do you consider to be your greatest professional strengths displayed in this review period?
<input type="text" value="Enter details here..."/>
2. What specific areas or skills do you want to develop or improve over the next 6-12 months?
<input type="text" value="Enter details here..."/>
3. What resources, training, or support from management would help you achieve your goals?
<input type="text" value="Enter details here..."/>

Employee Signature:

Date: _____

Manager Signature:

Date: _____