

Skills Competency Assessment Template



This skills audit will be reviewed regularly, at least annually, to identify where the employee's strengths and development opportunities may be. Based on the job description, the audit will provide evidence of existing or developing competence and is closely associated with needs analysis – identifying and focusing on any needs for training or personal development, including any desired career progression. Only when each skill in each level has successfully been achieved can the employee move to the next level to develop and demonstrate the relevant skills.

Employee Name	
Employee Job Title	
Length of Time in Current Post	
Line Manager Name	
Date of Assessment/Audit	

KEY

The employee needs to work on this – complete the development action plan

Progress required – complete the development action plan

The employee has successfully achieved this

No.	Skills Level 1	No	In Progress	Yes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

No.	Skills Level 2	No	In Progress	Yes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



No.	Skills Level 3	No	In Progress	Yes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



Person Specification	No	In Progress	Yes
Does the employee meet all the requirements in the person specification?			

AREAS FOR DEVELOPMENT

Date of next review

Employee Signature

Line Manager Signature