**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Position: |  | Department: |  |
| Date: |  | Evaluator: |  |

**Technical Skills Assessment**

**Instructions:** Evaluate the employee's proficiency in the following technical skills. Rate each skill on a scale of 1 to 5, where 1 is "Needs Improvement" and 5 is "Excellent." Provide comments to support your ratings.

|  |  |  |
| --- | --- | --- |
| **Technical Skill** | **Rating** | **Comments** |
| Job-Specific Skill 1 |  |  |
| Job-Specific Skill 2 |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Overall Technical Skills Rating:** (Average of ratings) | |  |
| **Additional Comments on Technical Skills:** | | |
|  | | |
|  | | |

**Soft Skills Assessment**

**Instructions:** Evaluate the employee's proficiency in the following soft skills. Rate each skill on a scale of 1 to 5, where 1 is "Needs Improvement" and 5 is "Excellent." Provide comments to support your ratings.

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| --- | --- | --- |
| **Technical Skill** | **Rating** | **Comments** |
| Communication |  |  |
| Teamwork |  |  |
| Problem-Solving |  |  |
| Leadership |  |  |
| Adaptability |  |  |
| Time Management |  |  |
| Conflict Resolution |  |  |
| Creativity |  |  |
| **Overall Soft Skills Rating:** (Average of ratings) | |  |
| **Additional Comments on Soft Skills:** | | |
|  | | |

**Summary and Recommendations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Strengths:** | (List the employee's strengths observed during the assessment) | **Areas for Improvement:** | (List areas where the employee could improve) |
| **Development Plan:** | (Suggestions for training, development, or resources to support employee growth) | | |

**Employee Acknowledgment:**

I have reviewed the above assessment and discussed it with my evaluator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** | Signature | **Date:** | (DD/MM/YYYY) |
| **Evaluator Signature:** | Signature | **Date:** | (DD/MM/YYYY) |

**Additional Notes:**

* This form should be used as a tool for constructive feedback and development.
* Regular reviews and follow-ups should be conducted to ensure continuous improvement.