

EMPLOYEE COMPETENCY ASSESSMENT

Manager: _____ Employee: _____ Job Position: _____ Date: _____

Before creating a development plan, an assessment of key competencies needs to take place. This worksheet will help you to identify an employee's development priorities for the next twelve months. Review this with the employee during your quarterly development conversations and integrate into the employee's development plan.

Competencies: The list of competencies will come from the employee's job description.

Competency/Skills Ratings:

1. NOT DEVELOPED: Demonstrates less than 40% of the time
2. DEVELOPING: Demonstrates 40-70% of the time.
3. FUNCTIONAL: Demonstrates more than 70% of the time
4. EXEMPLARY: Demonstrates Best Practices on a consistent basis

Competency Goal: The level needed to be met in the next twelve months as described above.

Development Priority:

1. Critical to success in current position
2. Critical to taking on broader role
3. Development Opportunity

Required Development: Those top three competencies with the highest development priorities

Competency- Behavior/Skill	Current Competency Rating 1–4	12-month Competency Goal 1–4	Development Priority 1–3	Required Development in next 12 months Y/N



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