**Employee Skills Gap Analysis Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Employee ID:** |  |
| **Department:** |  | **Designation:** |  |
| **Supervisor/Manager:** |  | **Date:** |  |

**Section 1: Skill Assessment Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Skill Area / Competency** | **Skill Required for Role** | **Employee’s Current Skill Level (1–5)** | **Required Skill Level (1–5)** | **Gap** | **Training / Action Needed** |
| 1 | Communication Skills | Effective verbal & written communication | 3 | 5 | =E2-D2 | Advanced communication workshop |
| 2 | Technical Knowledge | Proficiency in MS Excel | 2 | 4 | =E3-D3 | Excel Intermediate Training |
| 3 | Leadership | Team management & motivation | 2 | 5 | =E4-D4 | Leadership Development Program |
| 4 | Customer Service | Handling customer complaints | 4 | 5 | =E5-D5 | Customer Relations Course |
| 5 | Time Management | Meeting deadlines efficiently | 3 | 5 | =E6-D6 | Time Management Seminar |

**Section 2: Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Skills Assessed | 5 | Average Current Skill Level | 2.8 |
| Average Required Skill Level | 4.8 | **Average Skill Gap** | **2.0** |

**Section 3: Training Recommendations**

| **Skill Area** | **Recommended Training / Program** | **Priority (High/Med/Low)** | **Target Completion Date** |
| --- | --- | --- | --- |
| Technical Knowledge | Excel Intermediate Course | High | 20-Nov-2025 |
| Leadership | Leadership Development Program | High | 15-Dec-2025 |
| Time Management | Time Management Workshop | Medium | 10-Jan-2026 |

**Section 4: Comments and Approval**

**Employee Comments:**

|  |
| --- |
|  |
|  |

**Supervisor’s Remarks:**

|  |
| --- |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |
| **Approved By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |