

Current Employee Skills Assessment

Use the following criteria to assess your current staff and help identify issues that need to be addressed.

Employee Name: _____

Date: _____

1. Strongly Disagree 2. Disagree 3. Indifferent 4. Agree 5. Strongly Agree

Questions:

The employee adapts well to new, innovative ideas introduced to the organization.

The employee is tech savvy and can learn new software/programs efficiently and in a timely manner.

The employee has a strong ability to multi task.

The employee understand the industry and more importantly, the needs of the customer

The employee demonstrates an ability to work well with others.

The employee is highly organized.

The employee shows a great ability to adapt to changing environments.

Total Score: _____

35 – 30 = Extremely valuable member of your organization

25 – 29 = Valuable member of your organization

20 – 24 = Room for improvement at a particular position

15 – 19 = Needs to improve within your organization

0 – 14 = Employee's position needs to be reevaluated