

Name: _____

Position Title: _____

Department: _____

1. HR staff shall indicate the core competencies based on the actual duties and responsibilities of the employee

3. For each core competency, please put a check mark (✓) that corresponds to the: (1) degree of importance of that core competency to your current job and (2) your current skill level for that core competency. (Note: if you check NA in the degree of importance, please leave current skills level blank.)

4. Identify the gap of the current skill level as against the degree of importance to work. For every competency with a gap, indicate what specific intervention is required to address the gap.

[illegible]

Date: