Competency Gap Analysis Form

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Organizational Competency Gap Analysis Form

Instructions: Please evaluate the competency gaps within your organization based on the scale provided. Consider the desired competencies for each role or function and assess the current level of proficiency. Identify areas where there is a gap between the desired competency level and the current proficiency. Provide specific examples and comments wherever necessary to support your ratings. This analysis aims to identify competency gaps and guide development efforts within the organization.

Scale: 1 - Significant Gap

2 - Moderate Gap

3 - Minor Gap

4 - Competency Met

5 - Competency Exceeded

I. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

II. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

III. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

IV. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

V. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

VI. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

VII. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

VIII. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

IX. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

X. Competency: [Insert Competency]

Desired Competency Level: [ ] Current Proficiency Level: [ ] Gap: [ ]
Comments:

Overall Competency Gap Analysis:

Strengths:

Areas for Improvement:

Actionable Recommendations:

Thank you for completing this competency gap analysis. Your feedback will contribute to identifying competency gaps and developing targeted initiatives to bridge those gaps within the organization.