



Skills Gap Analysis Form

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

Scale: 1 - Significant Gap

2 - Moderate Gap

3 - Minor Gap

4 - Skill Met

5 - Skill Exceeded

I. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

II. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

III. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

IV. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

V. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

VI. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

VII. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

VIII. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

IX. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

X. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XI. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XII. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XIII. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XIV. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XV. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XVI. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XVII. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XVIII. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XIX. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

XX. Skill: [Insert Skill]

Desired Skill Level: [] Current Skill Level: [] Gap: [] Comments:

Overall Skills Gap Analysis:

Strengths:

Areas for Improvement:

Actionable Recommendations:

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