

SKILL INVENTORY TEMPLATE

Format No.: _____ Rev. No. _____ Rev. Date. _____

Document No. : _____
Document Date. : _____

Name: _____ Unit / Department: _____

Position: _____ Level at Management Tree: _____

Skill Inventory

Ranking: A – importance B – Proficient C- Skilled D-Average E - Less than proficient

#	Description	A	B	C	D	E

Overall Observation

Improvement Ranking - Suggestions

Current Ranking	Suggestion

Improvement verification on Date:	Overall Improvement %	Remarks

Authorized Sign.