

About the Document

name	TD-ALL-4200-M. Skills Gap Assessment Form
owner	HR
access & use	All Staff
what it is	<p>A form used to:</p> <ul style="list-style-type: none"> ◆ Assess the immediate training needs of new hires, or existing employees transferred or promoted into new positions ◆ Identify and document a training plan that will address skill gaps or help the individual achieve optimal performance in the new position
who uses it	Managers complete this form together with their direct reports
used with	<ul style="list-style-type: none"> ◆ <i>PC-HR-1840-M.Training Reimbursement Agreement</i> <p>Required if training costs exceed CUSTOMIZER: Insert cost ceiling. EXAMPLE: \$5,000 per year including wages to attend the training.</p>

Why This Process is Important

Identifying a new employee's skill gaps is best done as soon as they are hired into a position, so that we can begin providing the necessary training and support during the probationary period.

Note that skills also include aptitude success traits, such as managing conflict or closing a sale.

Training does not always mean incurring significant costs. It may simply mean completing online tutorials, or spending time with an internal subject matter expert.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.

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