

The objective of this document is to determine where the potentials skills gaps are in line with the employee's current position, as well as the plan that the company might have for the employee. Questions should be asked in a non-threatening manner for the employee to feel at ease and provide accurate information. The intention of this process should be explained to the employee.

DIVISION: _____

1. Name:
2. Identity Number:
3. Gender:Race:
4. Citizenship:
5. Highest Level of Education:
6. Training / further qualifications undertaken: *(This must include training such as driven machinery and health and safety, even if the license has expired)*
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7. Current Position:
8. Permanent, temporary, other:
9. Key performance Areas:
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10. Years / months of experience in this position:
11. Years / months at present in the organisation:
12. Resources used in this position (tools, machinery etc):
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13. Do you have a formal Job Description in place?

- 14. Tasks undertaken outside of job description:
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- 15. Are you currently supervising / managing employees?
If yes, how many?
- 16. What are your professional goals within the company?
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Employee Signature

Employer Signature

Verified by supervisor / manager: *(Signature)*

Comments: ***(For the manager to provide input if any)***
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Organisational Objectives: ***(Management discussion on the plan for the individual)***
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Do you have any children / siblings who have matriculated and are unemployed? Give details if yes. *(This section can be used to determine if there are employees who have family members who require educational support or an internship)*

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