# INVENTORY OF EMPLOYEE STRENGTHS AND DEVELOPMENT AREAS—INSTRUCTIONS

The template on the following page is designed to help you consolidate the strengths and weaknesses of each employee in the skills he/she needs to successfully execute against performance objectives. To use this template, follow the steps outlined below for each employee:

1. Identify the competencies or skills this employee needs to be successful, as identified by your organization, business unit, or function (you can find these in formal performance review criteria or in job descriptions).

ABC Company

Performance Review Criteria
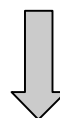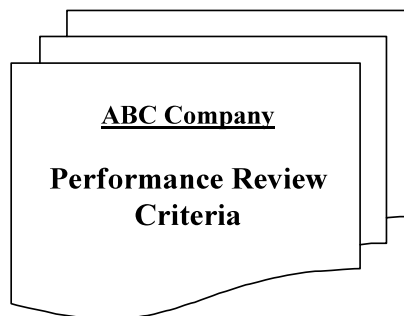
2. List the three to five most critical skills or competencies the employee needs in his/her role.

Employee Name	Most Critical Skills for this Role	Strength?	Development Areas?
John Smith	1. Communication		
	2. People Management		
	3. Project Management		
	4. Analytical Thinking		
	5. Change Management		
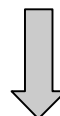
3. Identify whether or not the skill or competency is a strength or a development area. You can do so either by using standards defined by your organization or by using your own professional judgment. If you're unsure, think about what you would reasonably expect of someone in this role.

Employee Name	Most Critical Skills for this Role	Strength?	Development Areas?
John Smith	1. Communication	X	
	2. People Management		X
	3. Project Management	X	
	4. Analytical Thinking		X
	5. Change Management	X	

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> **Before you identify the areas you need to coach, you should understand the skills your employees need to succeed in their current roles. Use the template below to record where your employees stand against the most critical skills and competencies needed in their roles.**

Employee Name	Most Critical Skills for this Role	Strength?	Development Area?

Employee Name	Most Critical Skills for this Role	Strength?	Development Area?

Employee Name	Most Critical Skills for this Role	Strength?	Development Area?

Employee Name	Most Critical Skills for this Role	Strength?	Development Area?