



Skills Gap Analysis Template





Want to identify and address skills gaps at your company? Use this template to get started.

Skills gaps cost your team time, money, and productivity. But they're also a sign of growth. As your industry changes and your company expands into new markets, employees need to work hard to keep up.

This skills gap analysis template empowers HR to pinpoint which skills matter most and which need immediate attention.

How to Use This Employee Retention Plan Template:

Download the template and customize the fields to align with your business goals. Then complete each section with data about your employees and departments. Use your findings to develop a strategic plan for upskilling, recruiting, or restructuring your team.

Schedule quarterly reviews to reevaluate skills gaps at your company. Then, adjust your approach based on your latest insights.

Legal Disclaimer: This document is intended for informational purposes only and does not constitute legal information or advice. If you are seeking legal advice, you are encouraged to consult an attorney.

SKILLS GAP ANALYSIS

Company Name: _____

Analysis Date: _____

Analysis Owner: _____

Next Planned Review Date: _____

Review Frequency: Quarterly or As Needed

SECTION 1: STRATEGIC ROLE DEFINITION

Identify the high-impact roles that directly impact business goals, or roles where you expect to find skills gaps.

[illegible]

SKILLS GAP ANALYSIS

SECTION 2: PROFICIENCY STANDARD

Create a clear rating system help managers evaluate workers consistently. Use this 1–5 scale to measure the gaps between employees’ capabilities and your long-term organizational needs.

Exit Interview Themes

Rating	Proficiency Level	Description
1	Basic Awareness	Fundamental knowledge; requires constant supervision.
2	Working Knowledge	Can perform routine tasks with guidance.
3	Proficient	Competent; works independently on standard tasks.
4	Advanced	Strong proficiency; can handle complex tasks and mentor others.
5	Expert / Mastery	Recognized authority; drives innovation and strategy.

SKILLS GAP ANALYSIS

SECTION 3: SKILL INVENTORY & INDIVIDUAL ASSESSMENT

Evaluate current performance against the required proficiency for each role.

Name: _____

Role: _____

Skill	Current Proficiency	Required Proficiency	Skill Gap	Priority (High/Med/Low)	Notes
Ex. Communication	2	5	3	High	

Name: _____

Role: _____

Skill	Current Proficiency	Required Proficiency	Skill Gap	Priority (High/Med/Low)	Notes

SKILLS GAP ANALYSIS

Name: _____

Role: _____

Skill	Current Proficiency	Required Proficiency	Skill Gap	Priority (High/Med/Low)	Notes

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Name: _____

Role: _____

Skill	Current Proficiency	Required Proficiency	Skill Gap	Priority (High/Med/Low)	Notes

SKILLS GAP ANALYSIS

SECTION 4: SKILLS GAP SUMMARY

Identify department- and company-wide trends to inform your HR strategy.

Most Common Skills Gaps:

Skills where multiple employees/teams fall below requirements.

High-Priority Targets

Skills that directly impact current or upcoming business goals.

Strategic Assets and Strengths

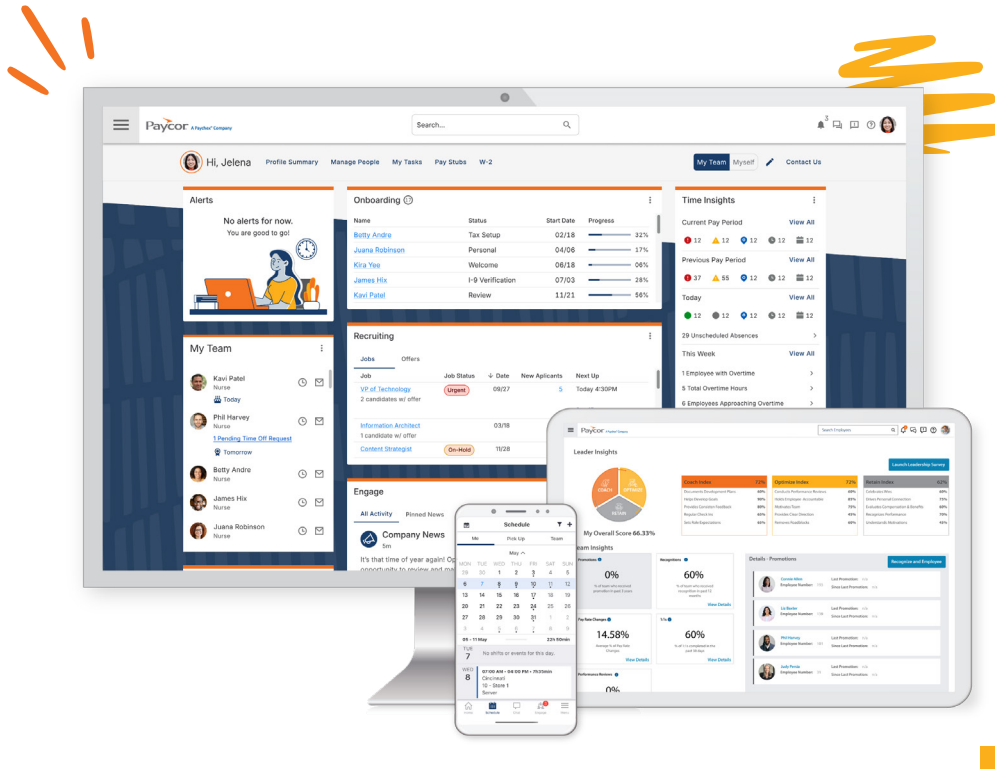
Where the team excels, potential for mentorship and upskilling.

SKILLS GAP ANALYSIS

SECTION 5: STRATEGIC DEVELOPMENT ROADMAP

Gaps are a sign of growth and industry change. Use the data above to decide whether to train, hire, restructure, or a combination of all three.

Identified Gap	Proposed Solution (Train/Hire/ Restructure)	Owner	Timeline



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