**OJT Skills Gap Analysis**

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| **Trainee Name:** **Job Title:****Trainee Start Date:**  | **Employer:** |
| **Current Skills** |
| **List skills the Trainee has currently that fit the job:****1.****2.****3.****4.****5.** |
| **Skills Gap** |
| **List skills/experiences needed to become competent in the job: *Training Plan Attached*****1.****2.****3.****4.** **5.** |
| **Outside Training/Certification/License** |
| **Please list any outside training, education, certifications planned during the OJT Period****1.****2.****3.** |
|  **Duration of OJT** |
| **Period of time for Trainee to become proficient in the job:** |
| **Base Hourly Wage Rate: $** |
| **OJT Employer Signature:** | **Date:**  |