**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:** |