KSA mapping template

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List what a role needs to know, do and handle. Rate the level the role needs and where the person is today. The difference is the gap.

Role | Employee or group | Assessed by | Date

Type	What the role needs	Needed 1 to 4	Today 1 to 4	Gap	Priority High, med, low	Learning action
Knowledge	Example *Knows the credit approval policy*	*3*	*2*	*1*	*High*	*Policy refresher, then a short quiz*
Knowledge						
Knowledge						
Skill						
Skill						
Skill						
Ability						
Ability						

Rating scale

1 Aware: knows it exists **2** Developing: needs help **3** Capable: works alone
4 Expert: can teach others

Quick guide

Knowledge is what you know. **Skill** is what you can do. **Ability** is how you apply it under pressure or with people.