Supervisor/Manager Assessment: Inspecting Equipment, Structures, or Materials

Instructions: Please rate your staff member on how he/she demonstrates each of the expected behaviors. With your staff member, compare, discuss, and determine the individual's strengths and opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings. Please see the Competency Assessment Supervisor Guide for further instruction on using this assessment tool.

Rating Scale	Definitions
N/A	Not applicable; He / She has not had the opportunity to demonstrate this behavior
1	He/ She rarely demonstrates this behavior; He / She needs improvement in this area
2	He / She usually demonstrates this behavior; He / She meets expectations in this area
3	He / She consistently demonstrates this behavior; He / She exceeds expectations in this area

Behaviors	Rating
Does He/She…	*How Frequently Does He/She Do This…*
A. Maintain a constant level of focus when inspecting a wide variety of equipment, structures, and materials?	
B. Test and diagnose a wide variety of equipment, structures or materials to ensure proper working order, stability, and/or integrity?	
C. Consistently report equipment, structure or material error or failures to the correct person, providing accurate and comprehensive details?	
D. Suggest correct and innovative solutions?	
E. Follow all safety rules?	
F. Keep accurate logs and records, correctly file updates, and take the time to proof your work?	
G. Proactively seek out and engage in training and continuing education to learn new, advanced, and emerging inspection	
H. Follow your supervisor's instructions and internal rules and guidelines?	
I. Write clear and understandable documentation for inspecting equipment, structures or material?	
J. Provide quick and accurate consultation and advice to others on inspection of equipment, structures, or materials?	
Rating Scale Average	

For additional information and resources related to competencies, please refer to the Competencies tab on the Performance Management & Development page.

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