

Employee Name:

Supervisor Name:

Position:

Date:

Competency Self- Assessment: Working With Computers

Instructions: Please rate yourself on how you demonstrate the expected behavior for each of the statements. With your supervisor, compare, discuss, and determine your strengths and your opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings.

Rating Scale	Definitions
N/A	Not applicable; I have not had the opportunity to demonstrate this behavior
1	I rarely demonstrate this behavior; I need improvement in this area
2	I usually demonstrate this behavior; I meet expectations in this area
3	I consistently demonstrate this behavior; I exceed expectations in this area

Behaviors	Rating
<i>Do I...</i>	<i>How Frequently Do I Do This...</i>
A. Understand the basic operation and unique etiquette of email, instant messaging, chat and video chat?	
B. Know with basic navigation of the Windows operating system?	
C. Understand how CPU units, monitors, input devices such as keyboards and output devices such as printers work together?	
D. Have a basic understanding of the Internet and email, as well as navigating the Internet?	
E. Enter computer-based files such as spreadsheets and databases very quickly and with high rates of accuracy and efficiency, including checking his/her work and using various tools to ensure accuracy?	
F. Use word processing software to create and edit various types of documents with high rates of speed and high levels of accuracy and efficiency?	
G. Create or maintain electronic file systems to correctly organize and store files on computer systems?	
H. Use the computer to communicate in a fast, accurate, and efficient manner with clients, customers, and other staff?	
I. Follow internal rules and guidelines as well as supervisor instructions regarding the use of computers?	
J. Demonstrate advanced knowledge of rules and guidelines and their applicability to a variety of situations and programs?	
Rating Scale Average	

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