Supervisor/Manager Assessment: Working With Computers

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. 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.

Ohio | Department of Administrative Services

Employee Name:

Supervisor Name:

Position:

Date: