

Competency Self- Assessment: Documenting/Recording Information

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. Use the collected data to make improvements?	
B. Know where to locate all policies and requirements pertaining to documentation and recording?	
C. Accurately transcribe, record, and maintain information and proofread your work to ensure accuracy before storing?	
D. Provide guidance and direction to other staff to ensure they follow proper documentation procedures?	
E. Ensure documents are compliant with the appropriate retention schedules?	
F. Proactively assist other work group members in correctly retaining and disposing of information?	
Rating Scale Average	

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

Employee Name:

Supervisor Name:

Position:

Date: