

Employee Name:

Supervisor Name:

Position:

Date:

Competency Self- Assessment: Evaluating Information to Determine Compliance with Standards

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. Obtain and read information to thoroughly understand procedures or requirements?	
B. Anticipate problems based on past experiences and identify mistakes or errors?	
C. Have the ability to tell when something is wrong or likely to go wrong?	
D. Obtain and read information to thoroughly understand state, federal, regulatory and legal standards to determine the professional and	
E. Have the ability to communicate information so that others will understand it?	
F. Know and understand compliance standards well enough to help customers and others understand them?	
G. Examine events that have occurred, thoroughly understand what has to be done, and convey this information to customers and others?	
H. Know the laws, regulations, and policies pertaining to your agency?	
I. Develop templates or tools to evaluate compliance?	
J. Detail any discrepancies found between events or processes and the standards/?	
K. Effectively communicate discrepancies to customers, work group, and others?	
Rating Scale Average	

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