Supervisor/Manager Assessment: Evaluating Information to Determine Compliance Standards

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. 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	
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.

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