

## Competency Self- Assessment: Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

**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. Thoroughly review and understand drafting, laying out, or specifying assignments to ensure user needs are correctly met?	
B. Thoroughly research and review available knowledge, guidelines, regulation, regarding drafting, laying out, or specifying assignments to ensure work meets standards?	
C. Write, develop, draw, or lay out accurate technical specifications, instructions, schematics, or other products that meet the needs and request of users, and respond to requests or requirements to ensure products meet compliance and accepted practices?	
D. Respond to user feedback on the technical specifications, instructions, schematics, or other products developed for them in order to modify products to better fit user needs, and provide user support for the application and use of products?	
E. Engage in training or continuing education to maintain knowledge of drafting, laying out, and specifying technical devices, parts, or equipment, when required?	
F. Follow supervisor instructions and internal rules and guidelines regarding the drafting, laying out, and specifying of technical devices, parts, or equipment?	
<b>Rating Scale Average</b>	

*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: