

Employee Name:

Supervisor Name:

Position:

Date:

Supervisor/Manager Assessment: Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

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
<i>Does He/She...</i>	<i>How Frequently Does He/She 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?	
Rating Scale Average	

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