

Competency Self- Assessment: Monitoring Processes, Materials, or Surroundings

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. Maintain attention and concentration when monitoring routine processes, materials, or surroundings for routine problems or contingencies?	
B. Report process, material, or environmental problems to the correct person by written or oral communication?	
C. Use caution and behave in a safe manner when monitoring processes, materials, or surroundings, and accounts for and/or remove hazards and obstacles before inspecting?	
D. Keep accurate logs and records, and correctly file updates?	
E. Provide consultation and advice to others on the monitoring of processes, materials, or surroundings, and offer input on the investment in processes, materials, or surroundings?	
F. Follow supervisor instructions and internal rules and guidelines regarding the monitoring of processes, materials, or surroundings?	
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: