

Employee Name:

Supervisor Name:

Position:

Date:

Supervisor/Manager Assessment: Monitoring Processes, Materials, or Surroundings

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. 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 account for and/or removes 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.