

Employee Name:

Supervisor Name:

Position:

Date:

Competency Self-Assessment: Repairing and Maintaining Mechanical 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. Inspect and monitor routine mechanical office equipment to ensure quality and conformance to operational standards in accordance with established procedures?	
B. Test, troubleshoot, and diagnose routine mechanical office equipment that is failing or performing below standards, and reports failures to the correct person by written or oral communication?	
C. Assemble, maintain, repair, and replace routine mechanical office equipment requiring standard parts and procedures?	
D. Demonstrate and comply with relevant safety regulations when repairing and maintaining mechanical equipment?	
E. Select and use correct tools for routine repair and maintenance situations?	
F. Keep correct logs and records, and correctly files updates?	
G. Engage in training or continuing education to maintain knowledge of the repair and maintenance of mechanical office equipment?	
H. Follow supervisor instructions and internal rules and guidelines regarding the repair and maintenance of mechanical office equipment?	
Rating Scale Average	

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