

Employee Name:

Supervisor Name:

Position:

Date:

## Supervisor/Manager Assessment: Repairing and Maintaining Mechanical 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. 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?	
<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.**