Competency Self- Assessment: Judging the Qualities of Objects, Services, or People

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
Do I…	*How Frequently Do I Do This…*
A. Maintain attention and concentration while examining material, objects, people, etc., and make judgments regarding their value, importance, or quality?	
B. Use basic-level knowledge and experience to accurately identify clear indications of substandard quality, notice obvious damage, and/or occasionally differentiate between important and unimportant attributes of objects, services, or people, and make notes on observations?	
C. Correctly evaluate the quality and reliability of administrative information provided by customers and others?	
D. Determine if office equipment satisfies the current needs of the work group and is contributing to the work group meeting its goals, and reports malfunctioning or inadequate equipment?	
E. Correctly judge the quality of facilities or services provided to the work group by outside vendors?	
F. Use knowledge and experience to categorize service requests from customers and others based on the nature of the request, and provide the correct service according to customer needs?	
Rating Scale Average	

For additional information and resources related to competencies, please refer to the Competencies *tab on the Performance Management & Development page.*

Ohio | Department of Administrative Services

Employee Name:

Supervisor Name:

Position:

Date: