

## Competency Self- Assessment: Controlling Machines and Processes

**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. Operate and control a wide variety of machines and processes, including for use in varied and nonroutine environments, while achieving high rates of speed, accuracy, and production?	
B. Test and diagnose machines and processes prior to operation to ensure proper working order?	
C. Monitor machines while in operation to ensure quality, conformance to standards, and general performance?	
D. Report machine and process failures to the correct person by oral or written communication and suggest corrective and innovative solutions?	
E. Follow all safety rules?	
F. Identify and/or remove hazards and obstacles before controlling machines and processes to ensure safety and health of work group?	
G. Proactively seek and engage in training and continuing education to learn new, advanced and emerging techniques, tools and technologies?	
H. Keep safety and maintenance records and logs and write clear and understandable documentation for the control of the machines and processes?	
I. Assist co-workers with problems or issues they have difficulty solving regarding the control of machines and processes?	
J. Follow internal rules and guidelines regarding the control of machines and processes?	
<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.***

Employee Name:

Supervisor Name:

Position:

Date: