

## Supervisor/Manager Assessment: Controlling Machines and Processes

Employee Name:

Supervisor Name:

Position:

Date:

**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. 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.**