UNC HUMAN RESOURCES
Workforce Strategy, Equity, and Engagement Division

University SHRA Employee Competency Assessment

Employees must receive a competency assessment: 90 calendar days after starting in the position or after a reclassification; as part of the annual performance appraisal process; or, any other time an assessment is appropriate.

Dept. Name:	Department of Gerontology	**Employee Name:**	Suzi Smith		
Dept. #:	9999	**Employee PID:**	987654321	**Position #:**	00098765
Supervisor Name:	John Doe	**Classification:**	Educational Consultant		
Supervisor Title:	Administrative Director	**Pos. Comp. Level:**	☐ **Contributing** ☒ **Journey** ☐ **Advanced**		
Review Type:	☐ **90-day** ☐ **Annual** ☒ **Other**	**Date of Assessment with Employee:**	10/01/2017		

#	LIST OF POSITION COMPETENCIES (For detailed descriptions of the competency standards, please see the Office of Human Resources website.)	EMPLOYEE COMPETENCY ASSESSMENT		
		Developing	**Applied**	**Broadly Demonstrated**
1.	Consulting and Advising	☒	☐	☐
2.	Professional Knowledge	☐	☒	☐
3.	Analytical Thinking	☐	☒	☐
4.	Communication	☐	☒	☐
5.	Training	☐	☐	☒
6.	Research n/a	☐	☐	☐
7.		☐	☐	☐
8.		☐	☐	☐
OVERALL COMPETENCY RATING:		☐	☒	☐

No changes since last assessment ☐

OVERALL COMMENTS

Supervisors must address the specific competencies and ratings that have changed since the last assessment. A development plan must be included for all ratings of Developing.

Consulting and Advising: As team lead for the training program she has taken on responsibility for the direct supervison of one FTE and two student research assistants. Sarah has begun to delegate work and provide direction and oversight.
Professional Knowledge: Sara applies her knowledge of public health and health promotion to training activities and demonstrates comptencies at the applied level as she continues to provide ongoing trainings and and works to develop trainings in new areas.
Analytical Thinking: Sara is able to review and maintain consistency with national standards and recommendations across training programs. Sara demonstates analytical skills at the applied level as she continues to think 'outside the box' with creative ideas and new initiatives.
Communication: Sarah has had limited opportunity to refine her presentation skills at national meetings as this is a new addition to the position's duties and responsibilities. However, her skills in organizing and leading meetings are strong as she has shown great skill and ability when organizing meetings of national advisory and stakeholder groups.
Training: Sara oversees an annual national obesity prevention training course that attracts public health practitioners from across the country. She coordinates planning through a national advisory committee, develops course curricula, and identifies and coaches content experts from multiple sectors.

SIGNATURES

2nd – Level Supervisor:		**Date:**	

Supervisor:		**Date:**	
I acknowledge that I have received this competency assessment. I understand that my signature below does not necessarily imply agreement with the ratings given or the comments included, and that if I choose, I may write a response to include with this assessment document.			
Employee:		**Date:**	