

## Competency Assessment for *Utilizing Technology & Equipment*

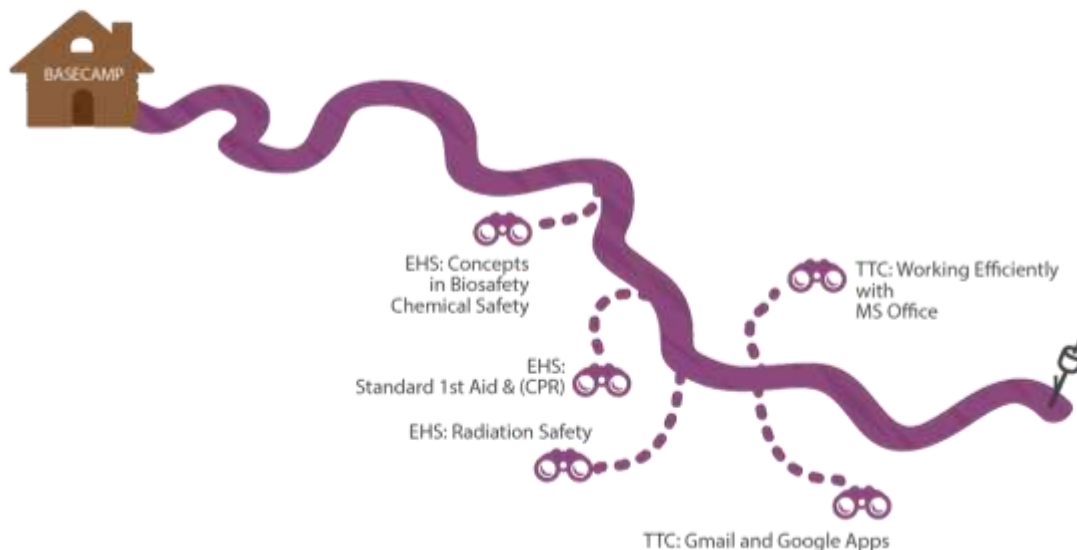
*The Utilizing Technology and Equipment pathway helps learners develop the skills and experience employees need to get more from workplace technology and equipment. Learners on this path will explore how technology and equipment can support their work, while learning how to use office tools more effectively.*

In order for Support Staff to be recognized as competent in this pathway, their supervisor must sign off on their ability to demonstrate the skills associated with this competency. Our hope is that this will also include some conversation and feedback between staff members and their supervisor.

Supervisors can use this assessment of competency regardless of any training that has been undertaken. Staff members do not need to attend face-to-face sessions on the competencies unless they would like to enhance their learning in these areas and improve their skill. Submission of the assessment is voluntary.

### Performance Standards Options:

6. The individual can perform this skill satisfactorily and can lead others in performing it
5. The individual can perform this skill satisfactorily with initiative and adaptability to special problem situations
4. The individual can perform this skill satisfactorily with more than acceptable speed and quality
3. The individual can perform this skill satisfactorily without assistance and/or supervision
2. The individual can perform this skill satisfactorily but requires periodic assistance and/or supervision
1. The individual can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill



## Utilizing Technology & Equipment

Competency Assessment for: \_\_\_\_\_  
(Staff Member's Name)

*Supervisors: please assess your employee's demonstration of the following skills according to the standard provided (page 1):*

### Competency Element: Use appropriate technology / equipment

Skills required	Looks like:	Minimum Standard:	Does the staff member meet the standard?
Acquire training as required	Seeking out appropriate learning opportunities for directly related work tasks	Level 4	Yes No
Match technology to job requirements	Applying inquiry and critical thinking skills to align tasks with appropriate tools	Level 4	Yes No
Seek out safe operating procedures and adhere to safety practices	Undertaking tasks in a safe and mindful way, with conscious application of safety standards, procedures and protocols	Level 4	Yes No
Locate and use required technology and equipment	Finding and using technology and equipment appropriate to the tasks at hand	Level 4	Yes No
Use common office tools and technologies	Practicing the use of the office tools and technologies related to your workplace	Level 4	Yes No
Use job related software	Utilizing computer applications related to your work	Level 4	Yes No
Pursue professional development	Seeking out new learning opportunities to enhance skills and knowledge development beyond current job tasks	Level 4	Yes No
Exercise judgment	Using critical thinking skills to identify appropriate opportunities to be innovative in the use of technology and equipment as they relate to your work	Level 4	Yes No

## Utilizing Technology & Equipment

Competency Assessment for: \_\_\_\_\_  
(Staff Member's Name)

Supervisors: please assess your employee's demonstration of the following skills according to the standard provided (page 1):

### Competency Element: Seek applicable training certificates to utilize equipment safely

Skills required	Looks like:	Minimum Standard:	Does the staff member meet the standard?
Identify skills and/or certifications required for operating technology and equipment	Using inquiry skills to inform yourself about the operational requirements of any technology or equipment used at work	Level 4	Yes No
Seek out safe operating procedures and adhere to safety practices	Attending training to certify yourself in the safe use of equipment and technology.	Level 4	Yes No
Pursue professional development	Seeking out new learning opportunities to enhance skills and knowledge about the safe use of equipment and technology to extend beyond your current job tasks	Level 4	Yes No
Exercise judgment	Using critical thinking skills and inquiry to decide how to safely use appropriate technology and equipment.	Level 4	Yes No

I attest that I have met with the employee and that this assessment is accurate.

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Name)

Recommendation:

In order to further enhance my competency in Organizational Citizenship, I plan to leverage the following education, exposure, or experience:

How would you like to be recognized by your supervisor for your competency?

- Work with OHE to create an electronic learning resource
- Access training for a new piece of software
- Other: something related to this competency that you would like to do to celebrate your learning? \_\_\_\_\_