

Competency Profile						
<i>(See rating scale in Appendix 4 in Interview Guide.)</i>						
COMPETENCY AREAS <i>(Circle one rating per area investigated.)</i>	Don't Know <i>(Not enough information.)</i>	Does Not Achieve Expectations	Partially Achieves Expectations	Achieves Expectations	Exceeds Expectations	Greatly Exceeds Expectations
		Major Development Need	Development Need	Neither Strength Nor Development Need	Strength	Major Strength
<b>Communication and Interpersonal Skills</b>						
Oral Communication/Listening	<input type="checkbox"/>	1	2	3	4	5
Documentation	<input type="checkbox"/>	1	2	3	4	5
Co-Worker Relations/Teamwork	<input type="checkbox"/>	1	2	3	4	5
Customer Relations	<input type="checkbox"/>	1	2	3	4	5
<b>Personal Effectiveness Skills and Traits</b>						
Problem Solving	<input type="checkbox"/>	1	2	3	4	5
Work Organization/Time Management	<input type="checkbox"/>	1	2	3	4	5
Quality Orientation	<input type="checkbox"/>	1	2	3	4	5
Initiative & Perseverance	<input type="checkbox"/>	1	2	3	4	5
Personal Integrity	<input type="checkbox"/>	1	2	3	4	5
Adaptability	<input type="checkbox"/>	1	2	3	4	5
Stress Tolerance	<input type="checkbox"/>	1	2	3	4	5
Self-Development	<input type="checkbox"/>	1	2	3	4	5
Job/Organizational Commitment	<input type="checkbox"/>	1	2	3	4	5
Safety Awareness	<input type="checkbox"/>	1	2	3	4	5
<b>Overall Rating of Probability of Success</b> <i>(Circle one rating.)</i>						
5	High	Based on the competency profile, there is a very good (80 – 100%) probability that this person will be successful on the job.				
4	Moderate	Based on the competency profile, there is a good (60 – 80%) probability that this person will be successful on the job.				
3		Based on the competency profile, there is a moderate (40 – 60%) probability that this person will be successful on the job with adequate training and on-the-job coaching.				
2	Low	Based on the competency profile, there is a poor (20 – 40%) probability that this person will be successful on the job. Training and on-the-job coaching are not likely to correct problem areas.				
1		Based on the competency profile, there is a very poor (0 – 20%) probability that this person will be successful on the job. Training and on-the-job coaching are extremely unlikely to correct problem areas.				
<b>Hiring Recommendation</b>						
<input type="checkbox"/> Highly Recommend to Hire <input type="checkbox"/> Recommend to Hire <input type="checkbox"/> Do Not Recommend to Hire						
<b>Comments and Suggestions</b>						
Key reason(s) for recommendation:						
If recommend to hire, suggestions for training or on-the-job coaching:						
Signature/Title					Date	