

Employee Name:

Supervisor Name:

Date:

Position:

Supervisor/Manager Assessment: Assisting and Caring for Others

Instructions: Below are behavioral anchors related to Assisting and Caring for Others. 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:

- 0 – Not applicable; he/she has not had the opportunity to demonstrate this behavior
- 1 – He/she never does this; he/she needs improvement in this behavior
- 2 – He/she does this regularly; he/she meets expectations regarding this behavior
- 3 – He/she always does this; he/she exceeds expectations regarding this behavior

Behaviors	Rating			
	0	1	2	3
<i>Does he/she...</i>				
A. Assist and care for others who need personal assistance, medical attention, emotional support, or other personal care when asked for help?				
B. Maintain attention and concentration when assisting or caring for others under routine conditions?				
C. Report problems or concerns to appropriate staff or according to procedures?				
D. Maintain accurate and timely records regarding the assistance and care of others when appropriate and according to agency policies and				
E. Engage in training and continuing education to maintain knowledge of assisting and caring for others?				

For ideas to help your staff to improve skills in this competency, please consult the [DAS Competency Development Guide](#).