

Employee Name:

Supervisor Name:

Date:

Position:

Supervisor/Manager Assessment: Documenting/Recording Information

Instructions: Below are behavioral anchors related to Documenting/Recording Information. 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. Use the collected data to make improvements?				
B. Know where to locate all policies and requirements pertaining to documentation and recording?				
C. Accurately transcribe, record, and maintain information and proofread your work to ensure accuracy before storing?				
D. Provide guidance and direction to other staff to ensure they follow proper documentation procedures?				
E. Ensure documents are compliant with the appropriate retention schedules?				
F. Proactively assist other work group members in correctly retaining and disposing of information?				

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