

Alaskan Core Competencies

Employee Self-Assessment



Agency Name _____ Employee Name _____

Job Title _____ Program or Department _____

Supervisor _____ Date Completed: ___ / ___ / ___

Version 1.0
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Instructions

Direct care workers providing health and social services should have the basic skills that have been identified as the *Alaskan Core Competencies*. Each worker has valuable and unique opinions about his or her strengths, weaknesses, and learning needs. This *Self-Assessment* form asks the employee to share those opinions and discuss them with his or her supervisor. It may be most useful for an employee to fill out this form when first hired and immediately before his or her supervisor completes the employee's *Performance Review*.

The employee and supervisor each play a role in completing and reviewing this form. **Step 1:** The supervisor should check "NA – Not Applicable" for any competencies or skills that are not expected of the employee. **Step 2:** The employee should then use a checkmark to indicate, for each remaining competency, an opinion as to whether his or her skill level is *Exceptional*, *Satisfactory*, or *Needs Improvement*. The employee has the option of adding comments at the end of the form about strengths or skills that need improvement. **A copy of the full *Alaskan Core Competencies* may be a good resource for the employee to have while completing this task.** **Step 3:** The supervisor should review the completed *Self-Assessment* and discuss it with the employee. During this discussion, the employee can ask for an explanation of any competencies that he or she does not understand. **Step 4:** Both the supervisor and employee should sign the form and keep a copy, placing the original in the employee's personnel file.

Self-Assessment Ratings

Competency Category 1: Working with Others

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Listens effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Builds positive relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Collaborates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Maintains appropriate boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 2: Assessing Strengths and Needs

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Gathers and summarizes information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Assists in identifying personal values, goals, and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Identifies strengths and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Identifies problems, deficits, and stressors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Detects warning signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Communicates results clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Reassesses routinely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 3: Planning Services

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Identifies recommended goals and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Supports individual and family member decision-making in developing a plan of care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Assists individuals in developing personal plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 4: Providing Services

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Implements and coordinates the plan of care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Conducts outreach and engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Maintains safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Creates a therapeutic learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Provides emotional support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Provides physical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Teaches and trains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Supports problem solving and conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Prevents and intervenes in crises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Organizes and conducts group activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Promotes health and wellness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 5: Linking to Resources

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Identifies recommended resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Supports individual and family decision-making in selecting resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Connects individuals and families to community resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 6: Advocating

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Advocates on behalf of the individual and family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Supports self-advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 7: Individualizing Care

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Assesses the influence of key individual, family, and community characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Tailors services to unique individual, family, and community characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Modifies plans and services based on individual and family experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 8: Documenting

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Completes required documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Balances privacy with documentation requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 9: Behaving Professionally and Ethically

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Fulfills responsibilities and commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Complies with laws, regulations, policies, and ethical codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Seeks supervision and consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Manages stress and maintains personal health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Category 10: **Developing Professionally**

	Exceptional	Satisfactory	Needs Improvement	Not Applicable
A. Seeks opportunities to improve knowledge, skills and abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Uses performance evaluations and feedback to improve performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments (Optional comments about how you view your strengths and/or skills that need improvement):

Signatures:

	Signature	Date
Employee		
Supervisor: I have reviewed this form and discussed it with the employee.		