# USAJOBSAssess

**Competency Verification Form**

0560 GS-7, Budget Analysis Positions

Position to be filled: ______________________________________________

Subject Matter Expert Signature/Date: ________________________________

<table>
<thead>
<tr>
<th>Competency</th>
<th>Definition</th>
<th>Check below if the competency is required for the position.</th>
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</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.</td>
<td>☐</td>
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<tr>
<td>Arithmetic</td>
<td>Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.</td>
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<tr>
<td>Attention to Detail</td>
<td>Is thorough when performing work and conscientious about attending to detail.</td>
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<td>Customer Service</td>
<td>Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.</td>
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<tr>
<td>Decision Making</td>
<td>Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.</td>
<td>☐</td>
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<tr>
<td>Flexibility</td>
<td>Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.</td>
<td>☐</td>
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</tbody>
</table>
Integrity/Honesty
Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Interpersonal Skills

Learning
Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Mathematical Reasoning
Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Reasoning
Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Sets well-defined and realistic goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Stress Tolerance
Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Teamwork
Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.