**Individual Assessment Form**

**For Evaluator Training Under the HCF Framework**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please use the following scale to assess the following competency areas in the work you have performed. Select None, Minimal, Good, Excellent or N/A for each item.**

**1. None - No proficiency in this area**

**2. Minimal - Minimal proficiency in this area**

**3. Good - Good proficiency and experience in this area**

**4. Excellent - Excellent proficiency and experience in this area**

**5. N/A - This area is not part of my position**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **None** | **Minimal** | **Good** | **Excellent** | **N/A** |
| Legal Foundation for Auditing (Background) |  |  |  |  |  |
| HCF Systems (Background) |  |  |  |  |  |
| Strategic Alignment (Background) |  |  |  |  |  |
| Talent Management (Background) |  |  |  |  |  |
| Performance Culture (Background) |  |  |  |  |  |
| Evaluations/Accountability (Background) |  |  |  |  |  |
| Planning & Scheduling Review (Pre-Review) |  |  |  |  |  |
| Determining Resources Needed (Pre-Review) |  |  |  |  |  |
| Gathering Data & Review of Reports (Pre-Review) |  |  |  |  |  |
| Identifying Sample Size & Interviews (Pre-Review) |  |  |  |  |  |
| Conducting In-Briefing (Review) |  |  |  |  |  |
| Reviewing Records & Files (Review) |  |  |  |  |  |
| Conducting Effective Interviews (Review) |  |  |  |  |  |
| Conducting Out-Briefing (Review) |  |  |  |  |  |
| Researching Issues (Post-Review) |  |  |  |  |  |
| Developing Review Findings (Post-Review) |  |  |  |  |  |
| Identifying Problems (Post-Review) |  |  |  |  |  |
| Writing Review Report (Post-Review) |  |  |  |  |  |
| HR Review/Audit Experience (Overall) |  |  |  |  |  |
| Recruitment Experience (Overall) |  |  |  |  |  |
| Delegated Examining Experience (Overall) |  |  |  |  |  |