

# 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

|                                      | None | Minimal | Good | Excellent | N/A |
|--------------------------------------|------|---------|------|-----------|-----|
| <b>BACKGROUND</b>                    |      |         |      |           |     |
| Legal Foundation for Auditing        |      |         |      |           |     |
| HCF systems                          |      |         |      |           |     |
| Strategic Alignment                  |      |         |      |           |     |
| Talent Management                    |      |         |      |           |     |
| Performance Culture                  |      |         |      |           |     |
| Evaluations/Accountability           |      |         |      |           |     |
| <b>PRE-REVIEW PHASE</b>              |      |         |      |           |     |
| Planning & Scheduling Review         |      |         |      |           |     |
| Determining Resources Needed         |      |         |      |           |     |
| Gathering Data & Review of Reports   |      |         |      |           |     |
| Identifying Sample Size & Interviews |      |         |      |           |     |
| <b>REVIEW PHASE</b>                  |      |         |      |           |     |
| Conducting In-Briefing               |      |         |      |           |     |
| Reviewing Records & Files            |      |         |      |           |     |
| Conducting Effective Interviews      |      |         |      |           |     |
| Conducting Out-Briefing              |      |         |      |           |     |
| <b>POST-REVIEW PHASE</b>             |      |         |      |           |     |
| Researching Issues                   |      |         |      |           |     |
| Developing Review Findings           |      |         |      |           |     |
| Identifying Problems                 |      |         |      |           |     |
| Writing Review Report                |      |         |      |           |     |
| <b>OVERALL</b>                       |      |         |      |           |     |
| HR Review/Audit Experience           |      |         |      |           |     |
| Recruitment Experience               |      |         |      |           |     |
| Delegated Examining Experience       |      |         |      |           |     |