



Introduction and Scope

The purpose of a competency assessment is to evaluate an employee’s knowledge, skill and ability to perform a task unsupervised. This form will help document an employee’s ability to conduct the task properly, efficiently and safely.

Competency Assessment Checklist

Employee Name:

Supervisor Name:

Date:

Task Steps or Key Competencies	Validation Method	Competent		Comments/Notes
		Yes	No	
	<input type="checkbox"/> Verbal <input type="checkbox"/> Observation <input type="checkbox"/> Written	x	x	
	<input type="checkbox"/> Verbal <input type="checkbox"/> Observation <input type="checkbox"/> Written	x	x	
	<input type="checkbox"/> Verbal <input type="checkbox"/> Observation <input type="checkbox"/> Written	x	x	
	<input type="checkbox"/> Verbal <input type="checkbox"/> Observation <input type="checkbox"/> Written	x	x	
	<input type="checkbox"/> Verbal <input type="checkbox"/> Observation <input type="checkbox"/> Written	x	x	
	<input type="checkbox"/> Verbal <input type="checkbox"/> Observation <input type="checkbox"/> Written	x	x	

My signature below indicates that I am familiar with the content and will follow the processes and procedures as described.

Supervisor Signature:

Employee Signature: