



STAFF COMPETENCY EVALUATION CHECKLIST (Entry)

NAME OF EMPLOYEE : _____
POSITION : _____
UNIT : _____
NAME OF EVALUATOR : _____
DATE OF EVALUATION : _____

EDUCATIONAL BACKGROUND

Undergraduate Degree/Course: _____

License:

___ Required With Without
 ___ Not Required

Master's Degree: _____

___ Required
 ___ Not Required

Doctorate Degree: _____

___ Required
 ___ Not Required

COMPETENCY	YES	NO	COMMENTS
ESSENTIAL KNOWLEDGE			
Is a graduate of a Bachelor's degree			
ESSENTIAL SKILLS			
Possesses the capacity to learn new skills quickly			
Possess time management and organizational skills			
Proficient in verbal and written English communications			
Is computer literate (MS Word, Excel & Access and other applications) and			
Has a pleasing personality and is able to handle customer relations			
Is able to handle student related activities			
Works with minimum supervision			
ESSENTIAL ATTITUDE			
Possesses a high level of honesty, integrity and enthusiasm.			
Believes in Jesus Christ and follows His teachings			