



## STAFF COMPETENCY RE-EVALUATION CHECKLIST

**NAME OF EMPLOYEE:** \_\_\_\_\_

**CURRENT POSITION:** \_\_\_\_\_

**# OF YEARS HOLDING THE SAME POSITION:** \_\_\_\_\_

**# OF YEARS IN THE UNIVERSITY:** \_\_\_\_\_

**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

Please use this scale to evaluate the employee concerned. Check the appropriate box that best describes the competence of the employee.

- 4 - Exceeds Standards** (competence is clearly above average)
- 3 - Meets Standards** (competence meets all essential job requirements)
- 2 - Moving Towards Standards** (competence require some improvements to make full contribution to the department and job in order to meet the standards of the position)
- 1 - Did Not Meet Standards** (competence is below the expectation of the job and requires a specific plan to correct noted deficiencies)

COMPETENCY	4	3	2	1	Comments
<b>ESSENTIAL KNOWLEDGE</b>					
Has produced publishable research output					
Able to teach diverse modes, including use of new technologies					
Able to make curricular content relevant to student's need, experiences and diverse backgrounds					
Able to design and use various evaluation tools to assess student's learning					
<b>ESSENTIAL SKILLS</b>					
Able to communicate with students using language appropriate to their ages, levels of development, gender, race and ethnic, linguistic and socioeconomic backgrounds, as well as individual learning styles and needs					
<b>ESSENTIAL ATTITUDES</b>					
Has awareness of his/legal and moral responsibilities					
Embodies the Core Values (Faith, Character, Justice, Stewardship and Excellence) in all aspects of his/her life					