Employee Competency Assessment

**Example**

Checklist Assessment

**Use as a documentation tool to assess the employee throughout the year.**

Banded Class: Building Environmental Services Technician

Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Functional Competency** | **Demonstrated Knowledge, Skills and Abilities Supporting Level Assignment** | **Level** |
| **Knowledge - Technical** | Performs basic cleaning such as sweeping, mopping, dusting, disinfecting, vacuuming, etc.  Operates and maintains basic equipment.  Cleans and sanitizes on a daily basis all fixtures, showers, floors, exterior of dispensers, door and kick plates, restroom receptacles, partitions and rails.  Monitors stairwells, entrance areas and common areas for cleanliness.  Vacuums carpets in common areas and entrance mats daily. Straightens entrance mats daily.  Regularly checks for and clean wall spots.  Performs high and low dusting.  Removes gum and other foreign substances from all types of building surfaces. | Contributing  Journey  Advanced |
| **Interpersonal Skills** |  | Contributing  Journey  Advanced |
| **Customer Service** |  | Contributing  Journey  Advanced |