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 [ ]  |