DOST Regional Office No. IXPettit Barracks, Zamboanga City

FASS-HR F04 Rev 0 / 08-16-07

INDIVIDUAL COMPETENCY ASSESSMENT FORM

di di				Position little:	n litle:					Department:	nent:
and	INSTRUCTIONS: The Individual Competency Assessment Form is used by supervisors when determining position and employee competency level, establishing performance expectations, and evaluating employee performance. It is a guide for developing position-specific attributes and must be customized for individual positions and employees. To accomplish the form,	ssment For development	orm is us	ed by sup	ervisors v sific attribi	when dete	ermining p	position a	nd employee ed for individu	competency lual positions a	level, establishing performance expectation nd employees. To accomplish the form,
	HR staff shall indicate the core competencies based on the actual duties and responsibilities of the employee.	ased on th	ne actual	duties an	d respons	sibilities o	of the emp	loyee.			
'n	Beside each core competency are two sets of column namely: "Degree of Importance" column and "Current Skill Level" column. For the "Degree of Importance" column, you have the following categories: Not Applicable (NA), Low, Medium and High. For the "Current Skills" column, you have the following categories: low, moderate, high and expert.	olumn nar ow, Mediu	nely: "De ım and H	gree of In gh. For t	nportance he "Curre	column ent Skills"	and "Cur column, y	rent Skill you have	Level" colur the following	nn. For the "Di categories: lo	egree of Importance" column, you have w, moderate, high and expert.
ώ	For each core competency, please put a check mark (<) that corresponds to the: (1) degree of importance of that core competency to your current job and (2) your current skill level for that core competency. (Note: If you check NA in the degree of importance, please leave current skills level blank.)	mark (✓) in the de	that corre	sponds to	the: (1)	degree o	f Importar	nce of tha	of that core compe	etency to your	current job and (2) your current skill level f
4.	Identify the gap of the current skill level as against the degree of importance to work. For every competency with a gap, indicate what specific intervention is required to address the gap.	nst the de	gree of in	portance	to work.	For ever	y compet	ency with	a gap, indica	ate what speci	ific intervention is required to address the g
		Degree	of Impo	Degree of Importance to Work	Work		Current Skill	Skill Level	0	Level	REMARKS
	CORE COMPETENCY	Z	Low	Med	High	Low	Mod	High	Expert	of Gap	(Identify Intervention)
င္ပ	Conforme:										
E	Employee's Signature:	Date:				Supe	Supervisor's Signature:	Signature	20	£ 2	Date:
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