



# WINSTON-SALEM STATE UNIVERSITY

## Competency Assessment and Career Development Plan

<b>Department:</b>	<b>Division:</b>	FY: 20    -20
<b>Employee:</b>	<b>Position Title:</b>	
<b>Supervisor:</b>	<b>Position Title:</b>	
<b>Manager:</b>	<b>Position Title:</b>	

*Competency Assessment Discussion*

<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Employee Signature:</b>	<b>Date:</b>
<b>Manager Signature:</b>	<b>Date:</b>
<b>Position Competency Level</b>	<b>Employee Competency Assessment</b>
C <input type="checkbox"/> J <input type="checkbox"/> A <input type="checkbox"/>	C <input type="checkbox"/> J <input type="checkbox"/> A <input type="checkbox"/>

The employee's signature does not indicate agreement with the overall assessment. The signature only indicates that the instrument was discussed on the dates indicated.

### Functional Competency Assessment

Key Functional Competency	Comp. Level	Expectations	Employee demonstration of competency	Level		
				C	J	A
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Career Development Activities (include Supervisor and Employee responsibilities):

Comments
<p><b>Employee Comments:</b></p> <p><b>Supervisor Comments:</b></p>

**Competency Assessment Discussion**