Staff Name: Date:

**Staff Competency Evaluation**

Policy: A staff competency evaluation must be completed on all staff, except for staff only performing clerk functions, within six months of hire. If a staff member does not demonstrate competence in any area the staff will be re-evaluated within 60 days. Random file reviews are required on all staff not deemed competent.

**Staff Competency Evaluation Checklist**

All items must be completed prior to completing a competency evaluation on a staff member.

|  |  |
| --- | --- |
| **Items to be Completed** | **Date Completed** |
| File Reviews  A minimum of 1 per category (5 or more total) | Click here to enter a date. |
| Observations  A minimum of 3 certifications, 5 nutrition education sessions (can be part of a certification) and 1 breastfeeding session | Click here to enter a date. |
| Knowledge Modules | Click here to enter a date. |
| Attendance at WIC Skill Building Workshop (Part 1 and 2) | Click here to enter a date. |
| Completion of approved breastfeeding course | Click here to enter a date. |
| Enrollment in NTR 104 or approved equivalent | Click here to enter a date. |

**Staff Competency Evaluation Results**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Possible Score** | **Passing Score** | **Score Received** | **Competent (Y/N)** |
| Qualifications | 6 | 6 |  |  |
| Measurements | 4 | 4 |  |  |
| Nutrition Assessment | 6 | 6 |  |  |
| Referrals | 4 | 4 |  |  |
| Program Education | 4 | 4 |  |  |
| Food Package/Check Issuance | 4 | 4 |  |  |
| General Service Standards | 6 | 5 |  |  |
| Nutrition Education | 6 | 5 |  |  |
| Breastfeeding | 6 | 5 |  |  |