

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		