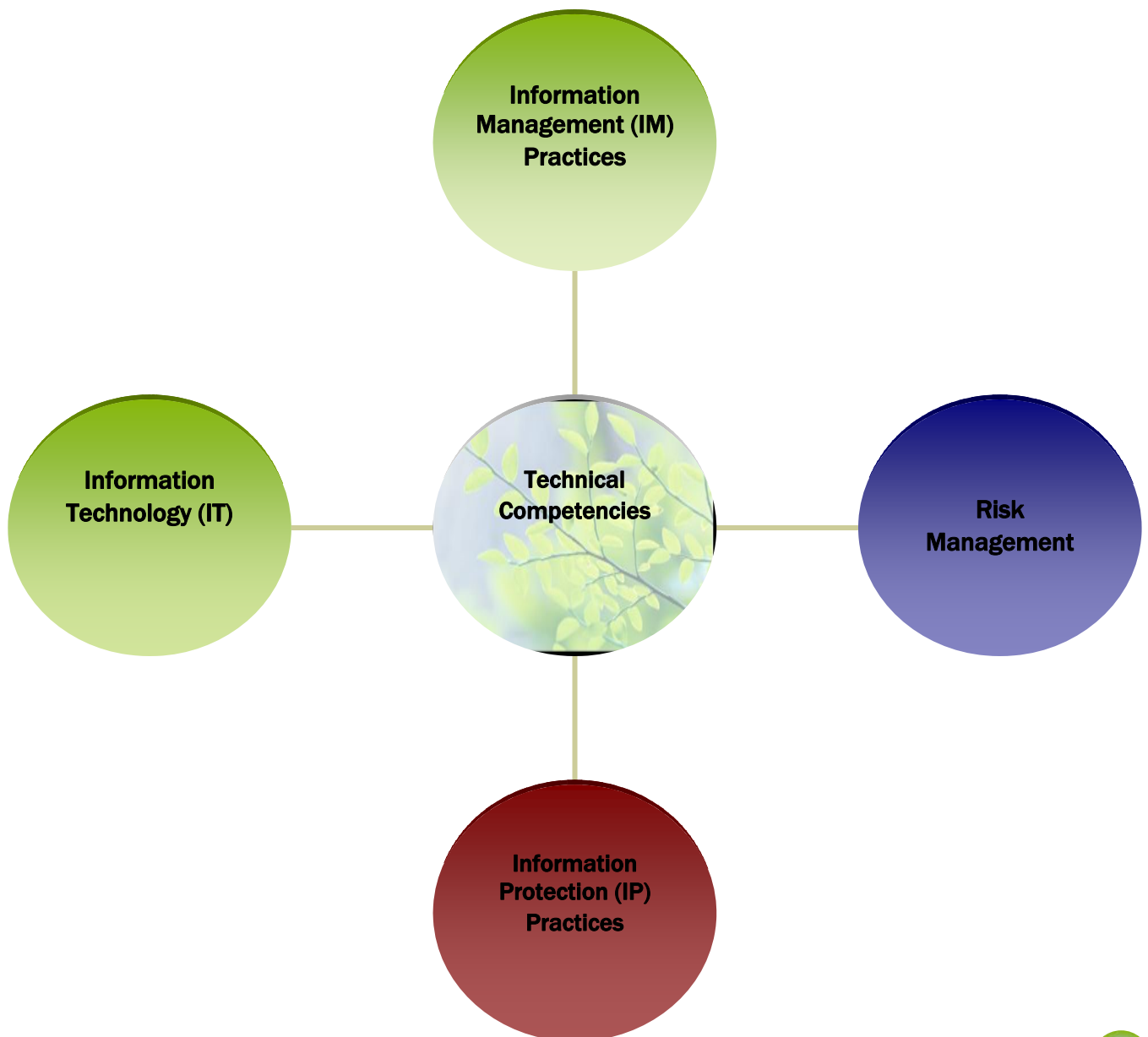


COMPETENCY MANAGER ASSESSMENT TOOL

**FORM 2**

This assessment tool is comprised of the behavioural descriptors for the IM Competency Framework for the Province of Newfoundland and Labrador. The behaviours are grouped in four competency clusters. The model includes key behaviour descriptors for each cluster.

Your employee has asked you to provide feedback on how often you observe him/her demonstrating the key behaviours in each of the four competency areas. Feedback is valuable in bringing greater objectivity and focus to the identification of key areas for development. Constructive feedback, which is specific and clear, assists the individual in creating a Learning Plan that is relevant and achievable.



COMPETENCY MANAGER ASSESSMENT TOOL

**INSTRUCTIONS**

Each competency area lists a number of key behaviours, which are the demonstration of that competency. Please review each statement carefully. Using the frequency scale below, assess how frequently you have observed the individual demonstrating the behaviours under each competency. Before you record your response, you should try to recall examples of situations where you have observed your employee demonstrate the behaviour. This will assist you in choosing the appropriate response.

- **ALMOST NEVER** – almost never acts in this manner.
- **OCCASIONALLY** – sometimes acts in this manner.
- **FREQUENTLY** – regularly acts in this manner and I can provide recent examples.
- **ALMOST ALWAYS** – always behaves in this way and I can illustrate with many recent examples.

Once completed, please return the assessment to your employee. Your honest and constructive feedback serves as a significant component in his/her development.

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>Learner's Name:</b> _____ <b>Date:</b> _____				
<b>Manager Assessor's Name:</b> _____				
<b>1. Information Management Practices:</b> Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.				
	How frequently does your employee demonstrate this behaviour?			
<b>IM Policy Development and Implementation:</b> <i>This competency includes the knowledge needed to support, develop, implement and monitor IM policy, legislation and standards.</i>	Almost Never	Occasionally	Frequently	Almost Always
Applies policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in the maintenance of policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains operational procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies challenges within IM and complies with legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervises the implementation of policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updates policies and procedures with management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implements system policies that ensure consistency in practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops, recommends, implements and administers IM policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures best practices are applied when creating IM policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perceives and analyzes IM policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides strategic direction on the development, and implementation of IM policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>1. Information Management Practices:</b> Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.				
	How frequently does your employee demonstrate this behaviour?			
<b>IM Operational Processes:</b> <i>This competency includes a wide range of behaviours from the implementation of existing process to the development and management of these processes.</i>	Almost Never	Occasionally	Frequently	Almost Always
Ensures accurate application of the processing of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains the physical condition of records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to the process of transferring records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sorts, classifies and codes materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs departmental requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locates and disseminates records in accordance with departmental IM policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains the records and information repository integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures thoroughness of records and report findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs physical file maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures efficient operations of the Records Centre/Information Service Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in the development of the classification, retention and disposal plan for the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains the configuration elements for these processes (designing, developing, implementing and maintaining)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides supervisory, advisory and consultative services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts as the subject matter expert for the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans, recommends, implements and monitors the process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with employees and management in ensuring the integration of best practices into the operations and work flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads and coordinates the planning, development and implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to provide strategic direction on IM departmental process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>1. Information Management Practices:</b> Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.				
	How frequently does your employee demonstrate this behaviour?			
<b>Organize, Analyze and Evaluate Data and/or Processes:</b> <i>This competency includes the ability to identify information needs, analyze those needs, and recommend solutions that address users and/or department needs. It also includes the statistical knowledge needed in analyzing and evaluating departmental IM needs.</i>	Almost Never	Occasionally	Frequently	Almost Always
Analyzes and evaluates user needs for information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locates and disseminates records in accordance with departmental IM policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and corrects discrepancies in records/information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies issues that impact efficient IM processes and report to management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates statistical knowledge in the area of IM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops and maintains key configuration elements of ECM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops and implements metadata standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes and evaluates usage and audit reports in order to ensure efficiencies in work flow and create recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates statistical knowledge in the area of IM for reports to management and troubleshooting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducts research and analysis to provide departmental recommendations on IM best practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads and conducts specialized research and analysis to provide strategic recommendations to departmental IM processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops and evaluates statistical reports for management and executive review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommends and implements strategic IM decisions and solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>1. Information Management Practices:</b> Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.				
	How frequently does your employee demonstrate this behaviour?			
<b>Manage IM Tools and Resources:</b> <i>This competency includes the management and / or use of IM tools and resources. Tools and resources include the system applications used to manage department information.</i>	Almost Never	Occasionally	Frequently	Almost Always
Effectively uses IM tools and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collects and provides transactional data to management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides guidance to management related to the procurement and budget process for IM tools and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides guidance on the use of IM tools and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads the design, development, implementation and maintenance of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides advisory and consultative services in the design, development, implementation, maintenance and enhancements of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and monitors a budget for the IM and IP program within the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>1. Information Management Practices:</b> Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.				
	How frequently does your employee demonstrate this behaviour?			
<b>Knowledge Transfer:</b> <i>This competency includes various behaviours needed for informational exchange within IM positions. Included in this competency, but not limited to, is coaching, classroom training, e-learning and desk-side support.</i>	Almost Never	Occasionally	Frequently	Almost Always
Provides IM process knowledge to departmental clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides guidance and orientation to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads and provides process and technology training and orientation to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates and updates manuals and guides for employees on the functionality and process of ECM system(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads and provides training and supports employees on the ECM system(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts with system users to provide support and advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides advisory and consultative services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops education manuals, delivers seminars/training sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads the development of the educational/training component of the IM program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides guidance/coaching to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proactively establishes committees/working groups as required to obtain input on IM processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates legislation expertise to the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>2. Risk Management:</b> Knowledge and skills necessary to proactively mitigate and manage the potential for damage or loss of records and information.				
	How frequently does your employee demonstrate this behaviour?			
<b>Disaster Recovery:</b> <i>This competency includes the ability to support, develop, implement and evaluate disaster recovery plans as they relate to the management of information.</i>	Almost Never	Occasionally	Frequently	Almost Always
Applies knowledge of the disaster recovery plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied knowledge of and implements elements of the disaster recovery plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads a team in creative disaster recovery response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops creative policies and procedures for the disaster recovery plan for an ECM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops creative policies and procedures for the IM disaster recovery plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies innovative solutions to challenges and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates the IM disaster recovery plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>2. Risk Management:</b> Knowledge and skills necessary to proactively mitigate and manage the potential for damage or loss of records and information.				
	How frequently does your colleague demonstrate this behaviour?			
<b>Maintain, Protect and Preserve Information:</b> <i>This competency includes the maintenance, protection and preservation of information by compliance with relevant Government legislation and policies including the Management of Information and Protection of Privacy Act and Access to Information Protection Act.</i>	Almost Never	Occasionally	Frequently	Almost Always
Identifies sensitivity levels and access control for managing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executes and supervises procedures to maintain, protect and preserve information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designs, implements and maintains system protocols for maintaining, protecting and preserving information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops creative procedures to maintain, protect and preserve information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable in protection and preservation solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports highly confidential documentation for management and executive review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates the approach for the preservation and maintenance of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates strategies to maintain, protect, and preserve information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>2. Risk Management:</b> Knowledge and skills necessary to proactively mitigate and manage the potential for damage or loss of records and information.				
	How frequently does your employee demonstrate this behaviour?			
<b>Risk Assessment/Audit:</b> <i>This competency includes the ability to implement established audit and quality controls, as well as the ability to define, assess, analyze, recommend, implement, evaluate and monitor these controls.</i>	Almost Never	Occasionally	Frequently	Almost Always
Ensures quality assurance is maintained at all times through the implementation of established audit controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable of auditing processes in the area of IM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable of auditing processes in the area of IM for troubleshooting protocols and performing risk assessments to address potential liabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with management in performing an IM assessment to ensure data integrity and security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops audit and assessment reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perceives and analyzes processes and procedures, analyzes alternatives for potential benefits and risks, recommends and implements decisions and solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>3. Information Protection (IP) Practices:</b> Knowledge and skills required to manage the security, protection and integrity of information, as well as the associated risks.				
	How frequently does your employee demonstrate this behaviour?			
<b>Information Protection (IP) and Security Procedures:</b> <i>This competency includes the skills necessary to protect and secure information.</i>	Almost Never	Occasionally	Frequently	Almost Always
Implements IP and security protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designs and administers the security of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advises IT on IP and security protocols for system design and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides recommendations to management on IP and security procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides strategic recommendations to management on IP and security procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>3. Information Protection (IP) Practices:</b> Knowledge and skills required to manage the security, protection and integrity of information, as well as the associated risks.				
	How frequently does your employee demonstrate this behaviour?			
<b>IP and Security Policy Development and Application:</b> <i>This competency includes the knowledge needed to support, develop, implement and monitor IP and security policy, legislation and standards.</i>	Almost Never	Occasionally	Frequently	Almost Always
Implements IP and security policies, procedures, practices and legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implements IP and security policies, procedures, practices and legislation and maintains operational procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops, recommends and implements system policy to ensure adherence to IP and security policies and consistency in practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops, recommends, implements, administers and monitors IP and security policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates, leads and coordinates the development, implementation and maintenance of IP and security policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides IP and security strategic recommendations to management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>3. Information Protection (IP) Practices:</b> Knowledge and skills required to manage the security, protection and integrity of information, as well as the associated risks.				
	How frequently does your employee demonstrate this behaviour?			
<b>Compliance:</b> <i>This competency includes various behaviours needed for compliance to IP and security policies and procedures within Government's IM positions.</i>	Almost Never	Occasionally	Frequently	Almost Always
Complies with IP and security policies and procedures and transfers knowledge to department users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports Privacy Impact Assessments (PIA) and Privacy Capacity checks and monitors all issues identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>4. Information Technology (IT):</b> Knowledge and skills necessary to develop, maintain, and use information processing systems, software applications, supporting hardware and networks for the processing and distribution of data.				
	How frequently does your employee demonstrate this behaviour?			
<b>Utilizing IT:</b> <i>This competency includes the knowledge and skills necessary within the IM position to effectively use, design, develop, implement and/or maintain IT.</i>	Almost Never	Occasionally	Frequently	Almost Always
Utilizes technology effectively in support of a records and information management program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consults with employees on the development and maintenance of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages the development and maintenance of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>4. Information Technology (IT):</b> Knowledge and skills necessary to develop, maintain, and use information processing systems, software applications, supporting hardware and networks for the processing and distribution of data.				
	How frequently does your employee demonstrate this behaviour?			
<b>Software Applications:</b> <i>This competency includes the knowledge and skills necessary within the IM position to effectively use, design, develop, implement and/or maintain IM software applications.</i>	Almost Never	Occasionally	Frequently	Almost Always
Knowledgeable of IM software applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses systems to research, identify and compile records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses systems to research, identify and compile records for management reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable of IM software applications for set up, design, configuration and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads development, implementation and daily operations of a department's ECM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages the development and maintenance of an ECM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides advisory and consultative services in the maintenance of an ECM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable of IM software applications relevant to records and information systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans and coordinates a departmental IM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops, maintains, provides advisory/consultative services and manages the selection, design, modification, and maintenance of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides strategic direction and coordination for a departmental IM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops, maintains, provides advisory/consultative services and leads the selection, design, modification, and maintenance of IM systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Technical Competency Framework for Information Management (IM)  
Competency Manager Assessment Tool**

<b>4. Information Technology (IT):</b> Knowledge and skills necessary to develop, maintain, and use information processing systems, software applications, supporting hardware and networks for the processing and distribution of data.				
	How frequently does your employee demonstrate this behaviour?			
<b>Reprographics, Imaging and Other Office Equipment:</b> <i>This competency includes various behaviours needed for compliance to IP and security policies and procedures within Government's IM positions.</i>	Almost Never	Occasionally	Frequently	Almost Always
Operates reprographic, imaging and other office equipment for IM needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervises the operation of reprographic, imaging and other office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervises the operations and budgetary recommendations for the procurement of reprographic, imaging and other office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans and coordinates office equipment needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses current environment and provides recommendation for future needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses current environment and provides strategic recommendation for future needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>