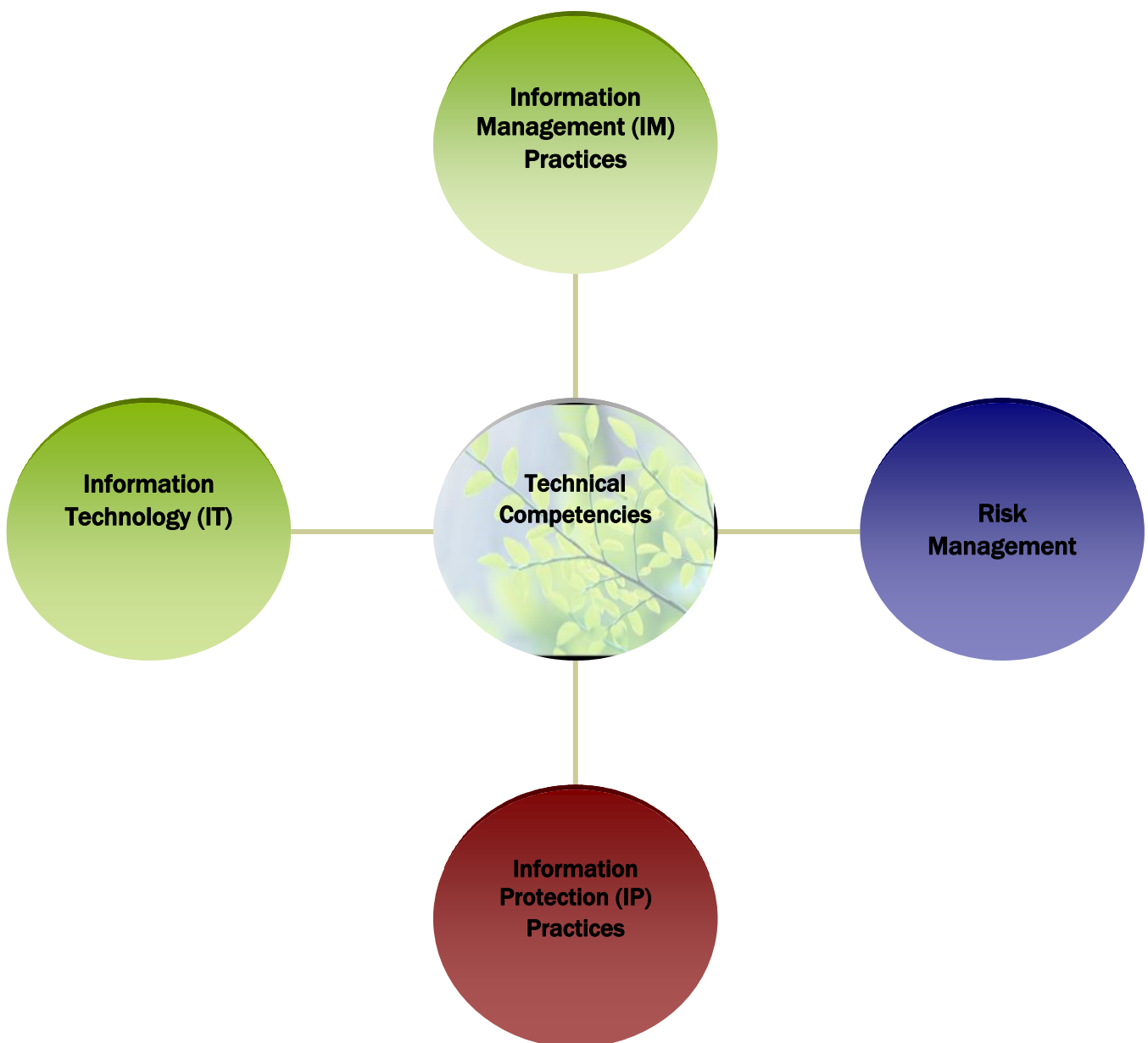


COMPETENCY SELF-ASSESSMENT TOOL

FORM 1

This competency self-assessment is designed to help you identify your areas of strength and areas for development of IM positions within the Public Service of Newfoundland and Labrador.

The 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. This assessment will assist you in highlighting the behaviours you demonstrate repeatedly and which ones require development.



COMPETENCY SELF-ASSESSMENT TOOL

Instructions

Please review each statement carefully. Before you record your response, you should try to recall examples of situations where you have demonstrated the behaviour. This will assist you in choosing the appropriate response. Using the following scale, please indicate how frequently you demonstrate the behaviour:

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

In column 2, using the following scale, you are asked to indicate how important these behaviours are in your current IM role:

- **NOT IMPORTANT**- this behaviour is not relevant in this role
- **SOMEWHAT IMPORTANT**- relevant, but you can be successful without application of this behaviour
- **IMPORTANT**- it would be difficult to be successful without application of this behaviour
- **CRITICAL**- it would be impossible to be successful without application of this behaviour

To determine whether the competency is considered a “priority learning area”, reflect on the following points:

- Review your completed assessment.
- Ask yourself, “Is this competency essential to the achievement of business results in the next 6-12 months?”
- Look for those competencies you rated as “Almost Never” or “Occasionally” and you considered these competencies to be “important” or “critical”.
- Your discussion with your manager will also inform which of the competencies are considered to be priority learning for you. The departmental goals and needs should be a significant consideration.
- If your manager completed the “Manager Feedback” form, use the results to validate your assessment.
- By scoring “Frequently” or “Almost Always” for some behaviours, this indicates that you may have strength in this competency area.
- The lower ratings may indicate that you have not had opportunities to demonstrate these competencies.

Summary Page

Upon your completion of the self-assessment and management assessment tools (if completed), review the following:

What behaviours do I demonstrate “almost always” or “frequently”?

What behaviours do I demonstrate “almost never” or “occasionally”?
Were any of these behaviours considered to be “critical” or “very important”?

Priority Learning: _____

Be realistic as you identify learning priorities. Consider working toward 1-2 learning goals in the next 6-12 months.

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

Name: _____					Date: _____					
1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
IM Policy Development and Implementation: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Applies policies and procedures	<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"/>
Participates in the maintenance of policies and procedures	<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"/>
Maintains operational procedures	<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"/>
Identifies challenges within IM and complies with legislation	<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"/>
Supervises the implementation of policies	<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"/>
Updates policies and procedures with management	<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"/>
Implements system policies that ensure consistency in practice	<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"/>
Develops, recommends, implements and administers IM policies and procedures	<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"/>
Ensures best practices are applied when creating IM policies	<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"/>
Perceives and analyzes IM policies	<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"/>
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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recent Examples:										

Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
IM Operational Processes: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Ensures accurate application of the processing of information	<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"/>
Maintains the physical condition of records	<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"/>
Adheres to the process of transferring records	<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"/>
Sorts, classifies and codes materials	<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"/>
Performs departmental requests	<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"/>
Locates and disseminates records in accordance with departmental IM policies	<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"/>
Maintains the records and information repository integrity	<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"/>
Ensures thoroughness of records and report findings	<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"/>
Performs physical file maintenance	<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"/>
Ensures efficient operations of the Records Centre/Information Service Centre	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
IM Operational Processes: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Acts as the subject matter expert for the department	<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"/>
Plans, recommends, implements and monitors the process	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recent Examples:										
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**Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool**

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Organize, Analyze and Evaluate Data and/or Processes: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Analyzes and evaluates user needs for information	<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"/>
Locates and disseminates records in accordance with departmental IM policies	<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"/>
Identifies and corrects discrepancies in records/information	<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"/>
Identifies issues that impact efficient IM processes and report to management	<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"/>
Demonstrates statistical knowledge in the area of IM	<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"/>
Develops and maintains key configuration elements of ECM system	<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"/>
Develops and implements metadata standards	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Organize, Analyze and Evaluate Data and/or Processes: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool**

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Manage IM Tools and Resources: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Effectively uses IM tools and resources	<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"/>
Collects and provides transactional data to management	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Knowledge Transfer: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Provides IM process knowledge to departmental clients	<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"/>
Provides guidance and orientation to employees	<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"/>
Leads and provides process and technology training and orientation to employees	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

1. Information Management Practices: Knowledge and skills required to systematically manage information from creation or receipt through processing, distribution, organization, storage and retrieval and disposition.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Knowledge Transfer: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recent Examples:										

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

2. Risk Management: Knowledge and skills necessary to proactively mitigate and manage the potential for damage or loss of records and information.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Disaster Recovery: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Applies knowledge of the disaster recovery plan	<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"/>
Applied knowledge of and implements elements of the disaster recovery plan	<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"/>
Leads a team in creative disaster recovery response	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool**

2. Risk Management: Knowledge and skills necessary to proactively mitigate and manage the potential for damage or loss of records and information.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Maintain, Protect and Preserve Information: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Identifies sensitivity levels and access control for managing information	<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"/>
Executes and supervises procedures to maintain, protect and preserve information	<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"/>
Designs, implements and maintains system protocols for maintaining, protecting and preserving information	<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"/>
Develops creative procedures to maintain, protect and preserve information	<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"/>
Knowledgeable in protection and preservation solutions	<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"/>
Supports highly confidential documentation for management and executive review	<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"/>
Evaluates the approach for the preservation and maintenance of information	<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"/>
Creates strategies to maintain, protect, and preserve information	<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"/>
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**Technical Competency Framework for Information Management (IM)
Competency Self-Assessment Tool**

2. Risk Management: Knowledge and skills necessary to proactively mitigate and manage the potential for damage or loss of records and information.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Risk Assessment/Audit: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Technical Competency Framework for Information Management (IM)
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3. Information Protection (IP) Practices: Knowledge and skills required to manage the security, protection and integrity of information, as well as the associated risks.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Information Protection (IP) and Security Procedures: This competency includes the skills necessary to protect and secure information.	Almost Never	Occasionally	Frequently	Almost Always		Not Important	Somewhat Important	Important	Critical	Priority Learning
Implements IP and security protocols	<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"/>
Designs and administers the security of IM systems	<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"/>
Advises IT on IP and security protocols for system design and maintenance	<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"/>
Provides recommendations to management on IP and security procedures	<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"/>
Provides strategic recommendations to management on IP and security procedures	<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"/>
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3. Information Protection (IP) Practices: Knowledge and skills required to manage the security, protection and integrity of information, as well as the associated risks.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
IP and Security Policy Development and Application: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Implements IP and security policies, procedures, practices and legislation	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Information Protection (IP) Practices: Knowledge and skills required to manage the security, protection and integrity of information, as well as the associated risks.										
	How frequently am I demonstrating this behaviour?					How important is this behaviour in my current role?				
	Almost Never	Occasionally	Frequently	Almost Always		Not Important	Somewhat Important	Important	Critical	Priority Learning
Compliance: <i>This competency includes various behaviours needed for compliance to IP and security policies and procedures within Government's IM positions.</i>										
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Technical Competency Framework for Information Management (IM)
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4. Information Technology (IT): 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 am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Utilizing IT: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Utilizes technology effectively in support of a records and information management program	<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"/>
Consults with employees on the development and maintenance of IM systems	<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"/>
Manages the development and maintenance of IM systems	<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"/>
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4. Information Technology (IT): 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 am I demonstrating this behaviour?					How important is this behaviour in my current role?				
	Almost Never	Occasionally	Frequently	Almost Always		Not Important	Somewhat Important	Important	Critical	Priority Learning
Software Applications: <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>										
Knowledgeable of IM software applications	<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"/>
Uses systems to research, identify and compile records	<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"/>
Uses systems to research, identify and compile records for management reports	<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"/>
Knowledgeable of IM software applications for set up, design, configuration and maintenance	<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"/>
Leads development, implementation and daily operations of a department's ECM system	<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"/>
Manages the development and maintenance of an ECM system	<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"/>
Provides advisory and consultative services in the maintenance of an ECM system	<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"/>
Knowledgeable of IM software applications relevant to records and information systems	<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"/>
Plans and coordinates a departmental IM system	<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"/>

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4. Information Technology (IT): 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 am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Software Applications: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Information Technology (IT): 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 am I demonstrating this behaviour?					How important is this behaviour in my current role?				
Reprographics, Imaging and Other Office Equipment: <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		Not Important	Somewhat Important	Important	Critical	Priority Learning
Operates reprographic, imaging and other office equipment for IM needs	<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"/>
Supervises the operation of reprographic, imaging and other office equipment	<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"/>
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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<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"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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