

## Competence 3

**The ability to implement effective personnel management skills**

*This meets the requirements of IMCA S/S01/000/03*

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

**Performance Criteria:** all of these must be assessed over a minimum of 3 work activities

**Type of Evidence:** Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates skills and aptitude commensurate with duties and responsibilities of a Survey Party Chief	
b)	Demonstrates the capability and training to undertake personnel assessments fairly, reflecting individual strength and weaknesses	
c)	Demonstrates the ability to recommend training or educational schemes as appropriate	
d)	Demonstrates the ability to develop company assessment procedures and assessment reporting	
e)	Demonstrates effective human resource management and communication skills	
f)	Demonstrates the ability and diplomatic skills necessary to constructively discuss assessment reports with candidate personnel	
g)	Demonstrates the ability to communicate effectively and efficiently through face-to-face, writing, radio and telephone	
h)	Demonstrates the ability to effectively liaise with client and company management	
i)	Demonstrates leadership skills by effective communication	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	