

Critical Event Competency Guide  
Circuit Manager

Circuit Manager:
Circuit:
Field Support Manager (if applicable):
Regional Director:

- I. Employee start date with CD:
- II. History of Job Experience:
  - Children's Services Worker
  - Supervisor
  - Circuit Manager
  - Other
- III. Training History from Employee Learning Center:
  - Management Training Rule
- IV. Circuit Information:
  - Counties in Circuit
  - Description of Staff in each county:
- V. Supervisory Unit Information (for each unit):
  - Number of workers
  - Experience of workers
  - Caseload size of workers
- VI. Case Review of Critical Event (see CD-164):
  - Timeliness
  - Adherence to Policy
  - Patterns
  - Documentation
  - Supervisory Consultation
  - Circuit Manager Consultation
  - Timeliness of supervisory approval
- VII. Circuit Manager/Supervisor Conferences:
  - Frequency
  - Documentation
  - Consultation/Guidance
- VIII. Supervisor Conferences:

- Frequency
- Documentation
- Consultation/Guidance

IX. Internal relationships

- Concerns/strengths

X. External Relationships

- Concerns/strengths

XI. Overall Outcomes for Program Area:

- County
- Circuit
- Units

XII. Most recent PERforM rating:

XIII. Previous Personnel Actions:

XIV. Attendance/Absences:

XV. Extenuating Circumstances:

XVI. Circuit Manager Interview:

- Employee Incident Report Completed

XVII. Consultation with Personnel Unit

Competency Assessment Decision:
Assessment Completed by:
Date:
Approved:
Date: