

ABET Program Evaluator Competency Model

Desired Competency	Desired Proficiency	Application During Campus Visit
Technically Current	<ul style="list-style-type: none"> • Demonstrates required technical credentials for the position • Engaged in lifelong learning and current in his or her field 	<ul style="list-style-type: none"> • Able to apply technical knowledge to ascertain the level of conformance to program accreditation requirements • Remains current in accreditation procedures and requirements
Effective at Communicating	<ul style="list-style-type: none"> • Easily conducts face-to-face interviews • Writes clearly and succinctly • Presents focused, concise oral briefings 	<ul style="list-style-type: none"> • Interviews personnel to understand program operations • Writes succinct, criterion-centered statements of program strengths and weaknesses • Develops succinct findings for exit interview • Keeps team chair informed prior to and during the visit
Interpersonally Skilled	<ul style="list-style-type: none"> • Friendly and sets others at ease • Listens and places input into context • Open-minded and avoids personal bias • Forthright, doesn't hold back what needs to be said • Adept at pointing out strengths and weaknesses in a non-confrontational manner 	<ul style="list-style-type: none"> • Interviews and readily obtains input from faculty, administration, industry advisors, and students • Evaluates program against criteria within the context of the institution • Evaluates and constructively conveys program strengths and weaknesses
Team-Oriented	<ul style="list-style-type: none"> • Readily accepts input from team members • Works with team members to reach consensus • Values team success over personal success 	<ul style="list-style-type: none"> • Compares program findings with those of other visitation team members to improve consistency • Looks for and listens to common issues across programs • Assists other team members as needed during the visit
Professional	<ul style="list-style-type: none"> • Conveys professional appearance and demeanor • Committed to contributing and adding value to the evaluation process • Considered a person with high integrity and ethical standards 	<ul style="list-style-type: none"> • Represents ABET and responsible technical society as a practicing professional • Willing to make observations to stimulate innovation and further the program's efforts toward continuous improvement • Shows professional respect for institution faculty and staff • Upholds ABET's code of conduct at all times
Organized	<ul style="list-style-type: none"> • Focuses on meeting deadlines • Focuses on critical issues and avoids minutia • Displays take-charge initiative • Takes responsibility and works under minimum supervision 	<ul style="list-style-type: none"> • Formulates preliminary program strengths and weakness assessment based upon review of materials supplied prior to the visit • Focuses on critical findings, effectively cites supportive observations, relates to appropriate criteria, and suggests possible avenues to resolution • Submits high-quality documentation to team chair on time • Makes difficult recommendations when appropriate