Appendix A. Council on Linkages Core Competency Items: Examples of options abstracted from Regional Public Health Trainings Center Needs assessment surveys

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| **Domain-Level Survey Item** | **Response Options** |
| For each skill area [domain], indicate how **important** it is for you to have these skills, and how **much you need training** in the skill area. | SCALE: 4 POINTS1 = not at all important or training not needed2 = to limited extent3 = to some extent4 = to a great extend |
| For each competency domain, please indicate the **importance to your job.** | SCALE: 4 POINTS1 = not important to my job2 = somewhat important to my job3 = important to my job4 = very important to my job |
| Please rank each competency domain area in order of **your need for training** in that area. | SCALE: NA — Ranking1 = most need for training8 = least need for training |
| For each skill area [domain], indicate how **important** is it for you to have these skills, and how **confident** you are in your ability to perform these skills. | SCALE: 5 POINTS1 = not important at all/not at all confident2 = not important/confident3 = neutral4 = important or confident5 = very important or confident |
| Using the descriptions above, how **important** are the following competency areas [domains] to your job? | SCALE: 4 POINTS1 = not important2 = low importance3 = moderate importance4 = high importance |
| Rank the **top three** competency areas [domains] that you would like training in over the next three years. | SCALE: NA1 = first choice2 = second choice3 = third choice |
| **Competency-Level Survey Item** | **Response Options** |
| Indicate whether you **need these skills** to do your job over the next year and whether you **need training** in this skill [competency] over the next year. | SCALE: NANeeds this skill (yes or no)Need training (yes or no) |
| How **capable** are you to effectively [competency]. | SCALE: 4 POINTS0 = NA, skill does not apply1 = I have no knowledge or skills2 = I have awareness-level knowledge or skills3 = I have practical knowledge or skills4 = I have advanced knowledge or skills |

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| **Competency-Level Survey Item** | **Response Options** |
| For each question, use the scales to rank the **relevance** of each skill to your job and your **ability to apply** each skill [competency]. | SCALE: 3 POINTSRelevance of this skill to your job1 = not relevant or not proficient2 = moderately relevant or proficient3 = highly relevant or highly proficient  |
| For each skill area [selected competency], indicate how **important** it is for you to have these skills, and how **confident** you are in your ability to perform these skills. | SCALE: 5 POINTS1 = not important at all or not at all confident2 = not important or confident3 = neutral4 = important or confident5 = very important or confident |
| Please indicate your level of need for training around **each competency**. | SCALE: 4 POINTS1 = not needed2 = somewhat needed3 = needed4 = very needed |
| Please rate your training needs over the next three years. | SCALE: 5 POINTS1 = no training needed2 = low need for training3 = moderate need for training4 = high need for training5 = not applicable to job |
| Indicate whether or not *your staff* **need the following skills** to do their job **over the next year**, and approximately how many people are in need of training. | Response OptionsSelect "yes" or "no" for each skill listedIf "yes," provide approximate number of staff who need training |
| For each skill [competency] please rate the **highest priority** for training among any *staff you supervise*. | Response Optionshigh prioritymoderate prioritylow priority |

NA = not applicable.