

Competency Self- Assessment: Identifying Objects, Actions and Events

Instructions: Please rate yourself on how you demonstrate the expected behavior for each of the statements. With your supervisor, compare, discuss, and determine your strengths and your opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings.

Rating Scale	Definitions
N/A	Not applicable; I have not had the opportunity to demonstrate this behavior
1	I rarely demonstrate this behavior; I need improvement in this area
2	I usually demonstrate this behavior; I meet expectations in this area
3	I consistently demonstrate this behavior; I exceed expectations in this area

Behaviors	Rating
<i>Do I...</i>	<i>How Frequently Do I Do This...</i>
A. Recognize, identify, and categorize new objects, actions and events that impact the work group?	
B. Anticipate changes and proactively respond based on administrative, technical and professional knowledge?	
C. Determine how changes will not only have an immediate but long-term impact on administrative, technical and professional issues and customers?	
D. Develop creative and innovative response to events and changes?	
E. Proactively prioritize objects, actions, and events according to their impact on the work group?	
F. Proactively adjust and prioritize goals based on the application of professional principles and advanced knowledge?	
G. Answer work group questions regarding the identification and response to objects, actions, and events?	
H. Direct others to appropriate resources?	
I. Provide leadership and supervision through recognition, feedback, coaching, modeling, and performance management?	
Rating Scale Average	

For additional information and resources related to competencies, please refer to the [Competencies](#) tab on the Performance Management & Development page.

Employee Name:

Supervisor Name:

Position:

Date: