

Employee Name:

Supervisor Name:

Position:

Date:

Competency Self-Assessment: Guiding, Directing, and Motivating Subordinates

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. Provide correct guidance and direction (e.g., general tips) to other staff in a tactful manner, when asked? | |
| B. Utilize knowledge to answer staff questions when possible, and directs questions to useful resources when unable to answer them? | |
| C. Give general tips to staff in the work group to informally help them develop skills? | |
| D. Monitor the performance of work group staff in order to identify opportunities to provide assistance, and helps staff adhere to performance standards? | |
| E. Use standard methods to motivate staff to perform at high levels? | |
| F. Utilize learning opportunities to motivate other work group staff about their jobs? | |
| Rating Scale Average | |

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