

## Supervisor/Manager Assessment: Identifying Objects, Actions and Events

Employee Name:

Supervisor Name:

Position:

Date:

**Instructions:** Please rate your staff member on how he/she demonstrates each of the expected behaviors. With your staff member, compare, discuss, and determine the individual's strengths and opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings. Please see the Competency Assessment Supervisor Guide for further instruction on using this assessment tool.

Rating Scale	Definitions
N/A	Not applicable; He / She has not had the opportunity to demonstrate this behavior
1	He/ She rarely demonstrates this behavior; He / She needs improvement in this area
2	He / She usually demonstrates this behavior; He / She meets expectations in this area
3	He / She consistently demonstrates this behavior; He / She exceeds expectations in this area

Behaviors	Rating
<b><i>Does He/She...</i></b>	<b><i>How Frequently Does He/She Do This...</i></b>
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?	
<b>Rating Scale Average</b>	

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