

Employee Name:

Supervisor Name:

Position:

Date:

Supervisor/Manager Assessment: Guiding, Directing, and Motivating Subordinates

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
<i>Does He/She...</i>	<i>How Frequently Does He/She 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.