

Competency Self- Assessment: Coordinating the Work Activities of Others

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. Align work schedule with those of the work group to efficiently complete group tasks?	
B. Adhere to work assignments and consistently meets deadlines to ensure the work group completes tasks?	
C. Remain knowledgeable of the work activities of others in the work group to best coordinate work?	
D. Work together with the work group in a courteous, professional, and collaborative manner to accomplish work group tasks?	
E. Help focus the work group on the most pressing tasks facing the work group in order to complete tasks more efficiently?	
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: