

Supervisor/Manager Assessment: Coordinating the Work Activities of Others

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