Competency Self- Assessment: Analyzing Data or Information

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
Do I…	*How Frequently Do I Do This…*
A. Use the data collected to make improvements?	
B. Provide meaningful interpretations of results that aid in decision making and problem solving?	
C. Provide accurate and timely data to customers?	
D. Gather relevant evidence and draw meaningful and accurate conclusions that address current and potential concerns of all parties?	
E. Utilize data or information to anticipate future concerns based on patterns, possible legal and/or professional developments, and potential opportunities?	
F. Analyze patterns and causes to determine alternatives?	
Rating Scale Average	

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

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