

Employee Name:

Supervisor Name:

Position:

Date:

## Supervisor/Manager Assessment: Analyzing Data or Information

**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. 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?	
<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.***