

Employee Name:

Supervisor Name:

Position:

Date:

Supervisor/Manager Assessment: Coaching and Developing 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; 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. Anticipate others' developmental needs and proactively offer help to other work group staff?	
B. Create opportunities for activities that create a strong learning and developmental culture where feedback and coaching are the norm?	
C. Provide constructive and timely feedback to work group staff on both positive and constructive work?	
D. Develop staff in one-on-one settings to further develop knowledge and skills and to improve future performance?	
E. Proactively welcome new work group staff, consistently demonstrate a positive attitude toward new staff through all types of interactions, and go above and beyond your own responsibilities to help acclimate them to the group environment for long-term success?	
F. Mentor and provide other assistance such as helpful tips to work group staff, without being asked?	
G. Proactively help other staff work with useful resources and encourage learning by emphasizing the developmental benefits?	
H. Hold staff accountable for achieving both their short-term goals and long-term career goals?	
Rating Scale Average	

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