

Employee Name:

Supervisor Name:

Position:

Date:

## Competency Self- Assessment: Communicating with Supervisors, Peers, and Subordinates

**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. Communicate concisely without providing extraneous information?	
B. Adjust his/her approach and style depending on the audience?	
C. Follow up with questions or summaries to ensure his/her message was correctly interpreted?	
D. Ask for clarification when he/she is unsure about the intended message of another's communication?	
E. Actively listen to others to understand the intent and needs of others?	
F. Anticipate and predict possible causes of confusion and deal with them up front?	
G. Think about what another person needs to know and how best to convey it before he/she communicates a message?	
H. Pay attention to nonverbal cues like body language and facial expressions to gauge how his/her message is received?	
I. Communicate an opinion or idea assertively without creating the impression of being aggressive?	
J. Think about possible perceptions of the tone of a written message before sending it and ensure it corresponds to his/her intentions?	
K. Routinely communicate appropriate information both up and down the chain of command?	
<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.**