

Competency Self- Assessment: Getting Information

Employee Name:

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

Supervisor Name:

Behaviors	Rating
<i>Do I...</i>	<i>How Frequently Do I Do This...</i>
A. Know multiple sources to use in order to get the information he/she needs to solve problems?	
B. Stay up to date on new laws/rules and policy changes that impact his/her work?	
C. Locate, evaluate relevancy, and use information to answer questions?	
D. Regularly record information he/she knows needs referenced in the future?	
E. Discern what information is relevant and what information is irrelevant to the issue at hand?	
F. Know when more information or other sources of information is needed to address and issue?	
G. Regularly gather data and input from others and consider lessons learned from past projects or problems when solving a problem?	
H. Share relevant information he/she gathers or discovers with his/her coworkers?	
I. Appear confident in identifying what sources of information he/she will need to consult when given an assignment or project?	
J. Spot inaccuracies or conflicting information when faced with a large body of information?	
K. Take a large body of information and break it down into the portions he/she needs?	
Rating Scale Average	

Position:

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

Date: