

Employee Name:

Supervisor Name:

Position:

Date:

## Supervisor/Manager Assessment: Getting 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. 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?	
<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.**