

Competency Self- Assessment: Establishing and Maintaining Interpersonal Relationships

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. Anticipate others' needs for information and proactively share information through the correct networks?	
B. Build a working climate of honesty, fairness, respect, and the valuing of others?	
C. Adjust interpersonal communications to match the audience and situation?	
D. Proactively solicit input from others regarding their needs and the status of your collaborative working relationships?	
E. Identify new opportunities for establishing and maintaining relationships throughout the work group and the agency as a whole?	
Rating Scale Average	

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

Employee Name:

Supervisor Name:

Position:

Date: