

Employee Name:

Supervisor Name:

Position:

Date:

Supervisor/Manager Assessment: Establishing and Maintaining Interpersonal Relationships

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. 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.