Competency Self- Assessment: Making Decisions and Solving Problems

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
Do I…	*How Frequently Do I Do This…*
A. Know who should be involved in decision making depending on the specifics of the issue?	
B. Derive or present a variety of possible solutions to a given issue when appropriate?	
C. Disseminate information regarding problems and attempted solutions to evaluate results?	
D. Establish methods to solve both routine and non-routine administrative, technical and/or professional problems?	
E. Pursue assistance to discover new or innovative approaches when initial solutions to a problem are not successful?	
F. Show flexibility and openness to new ideas from a variety of sources when facing obstacles?	
G. Make correct administrative, technical, and/or professional decisions in a timely manner with a focus on improvement?	
H. Balance day-to-day decision making with long-term strategic problem solving and goals?	
I. Cope with uncertainty and ambiguity with confidence while developing creative solutions?	
J. Accurately predict the consequences and implications of solutions to both routine and nonroutine administrative, technical and/or professional problems?	
Rating Scale Average	

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

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