

## Competency Self- Assessment: Organizing, Planning, & Prioritizing Work

**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 the needs of those around him/her and adjust his/her priorities to better support them?	
B. Collaborate with office staff to organize, plan, and prioritize tasks to ensure that work is completed on time or ahead of schedule?	
C. Help his/her work group anticipate and provide contingencies for dealing with non-routine tasks?	
D. Adjust assignments based on the strengths and weaknesses of staff members?	
E. Consider customer/stakeholder needs and individual/group capabilities in order to prioritize time, energy, and resources?	
F. Adjust plans and tasks by anticipating potential problems or changes in order to provide uninterrupted service?	
G. Work in an interactive manner with project managers to resolve discrepancies and disagreements regarding priorities and competition for resources?	
H. Consistently plan his/her task schedule to accomplish work group goals on time?	
I. Consistently monitor progress toward accomplishing his/her highest priority goals?	
J. Focus attention and effort on high-priority tasks, and adjust priorities in response to obvious changes in conditions and circumstances?	
K. Use time effectively and consistently stay on task in completing and organizing routine work group tasks?	
<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.**

Employee Name:

Supervisor Name:

Position:

Date: