

Employee Name:

Supervisor Name:

Position:

Date:

## Supervisor/Manager Assessment: Organizing, Planning, & Prioritizing Work

**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 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.**