

Competency Self-Assessment: Estimating the Quantifiable Characteristics of Products, Events, or Information

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. Consult inventory records to determine the quantity of supplies and materials that need to be ordered and make adjustments for extra work that may need to be done?	
B. Determine supplies that have been used in past time frames and correctly estimate the quantify of supplies to order to meet both current and future, long-term projected needs?	
C. Locate vendors and obtain estimates for supplies?	
D. Accurately estimate the number of customers the work group will service during future timeframes, and schedule adjustments to accommodate based on past experience?	
E. Correctly estimate the time to accomplish routine tasks in the work group so pace, time, resources, and staff (including self) can be optimally assigned?	
F. Accurately estimate the size of objects, distance objects are from one another, or the number of objects that exist to determine actions that need to be taken?	
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: