

Employee Name:

Supervisor Name:

Position:

Date:

## Supervisor/Manager Assessment: Estimating the Quantifiable Characteristics of Products, Events, or Information

**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. 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?                 |  |
| <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.**