

Supervisor/Manager Assessment: Thinking Creatively

Employee Name:

Supervisor Name:

Position:

Date:

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. Identify current issues with providing routine services to customers or clients in order to develop new solutions?	
B. Thoroughly review currently used and accepted knowledge and best practices to develop original solutions to current issues?	
C. Develop original and innovative solutions to address current issues in providing routine services to customers and clients?	
D. Review alternative solutions in order to identify their short-term impact on solving current issues?	
E. Choose the one solution of multiple possible alternatives that best solves current issues?	
F. Reframe issues in multiple ways to assist in developing creative solutions, and present various perspectives to assist in creative solution development?	
Rating Scale Average	

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