

Competency Self- Assessment: Developing Objectives and Strategies

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. Independently obtain, read, and study relevant material to thoroughly understand the long-term vision of the agency?	
B. Read material and attend meetings to understand the strategies and action plans that have been established?	
C. Proactively obtain professional or technical policies, organize and update information, provide personal input, and assist in determining strengths and weaknesses of the work group?	
D. Take a broader, long-term view of the work group's role in the division's/bureau's/office's and agency's overall vision and work to align the work group's long-term objectives and strategies with those of the agency?	
E. Proactively and independently conduct in-depth analyses of trends in customer needs, current work group policies, and the work group's strengths and weaknesses?	
F. Work collaboratively with others to integrate information from various sources to anticipate the consequences of possible objectives and strategies?	
G. Work collaboratively to develop plans to put work group strategies into operations?	
H. Provide written materials and hold meetings to facilitate an understanding of the work group's/ division's/bureau's/office's/agency's overall vision, plans, and their implementation?	
Rating Scale Average	

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