

## Supervisor/Manager Assessment: Developing Objectives and Strategies

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. 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?	
<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.*