

## Competency Self- Assessment: Monitoring and Controlling Resources

**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. Receive and process incoming payments in a timely manner and with a keen attention to detail, keeping up-to-date logs of received and outstanding payments?	
B. Identify and report to management ways to improve work group outcomes for monetary activities?	
C. Determine the cost of required supplies by investigating the optimal balance between item quality and minimizing agency expenditures?	
D. Establish and optimize work group staff schedules and assignments in accordance with the budget and resource considerations?	
E. Prepare purchase orders, reviewing for accuracy and ensuring completion by staff in a timely manner?	
F. Prepare contracts that demonstrate advanced knowledge and consideration of agency needs, contractor products and services, and industry standards?	
G. Identify vendors providing supplies needed both currently and in the future?	
H. Prepare and submit budget estimates and progress reports in a timely manner that accurately predict resource expenditures?	
I. Manage projects and other work activities while adhering to budget, scope, and human capital, proactively looking for opportunities to make improvements to increase efficiency and savings?	
J. Benchmark against other agencies, states, and government programs to document strategic differences and opportunities for improvement?	
<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.***

Employee Name:

Supervisor Name:

Position:

Date: