

## Competency Self- Assessment: Providing Consultation and Advice to Others

**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. Proactively identify opportunities for advanced skill training and acquisition, and continue to follow through by developing and guiding others in the work group to transfer knowledge?	
B. Foresee potential challenges to implementing new systems or processes, reporting them to management and other relevant parties, and propose innovative and effective solutions to address them?	
C. Independently research and propose new process solutions that have the potential to further improve performance and reduce inefficiencies?	
D. Provide suggestions to management on methods of improving company procedures and services regarding internal and external consultation?	
E. Provide consultation tailored to the needs of others in the work group in your area of expertise, and follow up to ensure consultation was helpful and sufficient?	
F. Follow internal rules and guidelines regarding the delivery and use of consulting?	
<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: