Supervisor/Manager Assessment: Providing Consultation and Advice to Others

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
Does He/She…	*How Frequently Does He/She Do This…*
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?	
Rating Scale Average	

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

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