

## Competency Self- Assessment: Scheduling Work and Activities

**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. Anticipate problems or issues that may arise for you and your work group and continue to proactively amend your own schedule of activities to best assist in problem resolution?	
B. Monitor the work group's performance for work progress and efficiency, anticipate and identify problems or changes, re-evaluate the top priorities of the division/bureau/office, and proactively adjust schedules and task allocations to account for changes?	
C. Schedule appointments, events, and activities in the work group by anticipating needs and acting accordingly?	
D. Anticipate the needs of the agency and proactively develop the work group's schedule to align with them?	
E. Prioritize staff work according to importance and position within processes in order to schedule the staff's time most efficiently?	
F. Provide leadership and effective supervision and take accountability for the performance of the work group?	
<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: