

Supervisor/Manager Assessment: Scheduling Work and Activities

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. 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?	
Rating Scale Average	

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