

Employee Name:

Supervisor Name:

Position:

Date:

Competency Self- Assessment: Performing Administrative 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. Prepare, review, and process reports, memos, letters, financial statements, legal and/or other documents using word processing, spreadsheets, databases, or presentation software?	
B. Respond to communications (callers, emails or in person) in your area of expertise and direct customers/peers/public to the correct parties quickly and efficiently?	
C. Attend meetings in a timely manner and remain attentive for the duration?	
D. Perform general office duties with high levels of speed and accuracy (e.g. opening and sorting mail, filing and retrieving documentation, routine bookkeeping)?	
E. Maintain filing and storage systems that are logical, efficient, and easily understood by other staff?	
F. Proactively assist other staff in performing similar administrative duties?	
G. Plan, schedule, and coordinate activities, tasks, and work to be completed by both yourself and others ahead of deadlines?	
H. Proactively and regularly recommend policy changes and updates to managers and other upper-level staff?	
I. Maintain personnel records such as time off, sick days, and other information?	
J. Benchmark against other agencies, states, and government programs to document strategic differences and opportunities for improvement?	
Rating Scale Average	

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