

Employee Name:

Supervisor Name:

Position:

Date:

## Competency Self- Assessment: Developing and Building Teams

**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. Have an established direction with set priorities which enables the team to effectively make daily decisions based on set priorities?	
B. Allow team members to discuss and clarify direction and priorities on a regular basis?	
C. Foster an environment where team members can learn decision making and other skills by being involved in decision making and priority setting?	
D. Establish clearly defined roles and responsibilities based on the team's direction?	
E. Set performance goals around team accomplishments (e.g. establish milestones for projects, discuss progress, problems and/or recommendations, reward team successes)?	
F. Encourage collaboration and team work amongst group members and fully use each member's background and talents?	
G. Ask your team what is necessary to achieve current and future objectives?	
<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.***