

Supervisor/Manager Assessment: Developing and Building Teams

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. 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 teamwork amongst group members and fully use each member's background and talents?	
G. Ask his/her team what is necessary to achieve current and future objectives?	
Rating Scale Average	

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