

## Supervisor/Manager Assessment: Training and Teaching Others

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. Identify the training needs of both new and current work group staff and proactively offer assistance and direction?	
B. Teach courses on professional or technical topics in a manner that achieves high levels of learning and positive reactions on the part of participants?	
C. Utilize advanced professional or technical knowledge to answer questions and provide direction to other staff?	
D. Proactively pursue developmental opportunities to maintain or advance his or her own knowledge?	
E. Provide informal guidance and share knowledge with staff to enhance learning and suggest available training opportunities?	
F. Instruct others in a clear, organized, and understandable manner (e.g. engage participants, provide extra effort to obtain high levels of learning)?	
G. Create formal training programs, available to all staff, in order to train on both general and targeted knowledge and skills?	
H. Continue to follow up with trainers and participants to ensure training is effective and all staff is trained?	
<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.**