Competency Self- Assessment: Staffing Organizational Units

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
Do I…	*How Frequently Do I Do This…*
A. Proactively submit ideas regarding advantages and disadvantages of potential staffing approaches?	
B. Develop formal recruiting, interviewing, selection, hiring, promotion, retention, and workforce planning systems that lead to improvement in the quality and productivity of the workforce?	
C. Collaborate with Human Resources and/or others during workforce planning activities by sharing staffing experiences and providing input?	
D. Anticipate applicable professional and legal policies and standards that must be accounted for throughout the development and administration of staffing systems?	
E. Proactively interpret and explain staffing issues to work group staff in anticipation of potential needs and suggest potential and available staffing resources that address issues?	
F. Partner and work collaboratively to ensure use of best practices in recruiting, interviewing, selection, hiring, and promotion systems with HR or staffing specialists?	
G. Provide leadership and effective supervision of the staffing activities of the work group through recognition, feedback, coaching, modeling, and performance management?	
Rating Scale Average	

For additional information and resources related to competencies, please refer to the Competencies *tab on the Performance Management & Development page.*

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