

Supervisor/Manager Assessment: Staffing Organizational Units

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. 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.