

Competency Self- Assessment: Embracing Diversity and Inclusion

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. Achieve goals (e.g., individual, team) to ensure they support the objectives of the work unit's diversity and inclusion practices?	
B. Champion principles of diversity and inclusion when interacting internal or external individuals or groups (e.g., supervisor, employees, customers)?	
C. Proactively use inclusive language and understand its impact on the work environment?	
D. Actively seek out diverse ideas for consideration?	
E. Proactively pursue opportunities for learning and development regarding diversity and inclusion?	
F. Actively resolve or help build understanding of diversity and inclusion differences among coworkers or teammates?	
G. Anticipate, address, and escalate diversity and inclusion concerns consistently?	
H. Champion principles of diversity and inclusion to improve workplace culture?	
I. Champion a respectful and civil workplace, modeling appropriate behavior (e.g., take part in respectful and constructive conversations, treat coworkers and customers better than they expect to be treated)?	
Rating Scale Average	

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

Employee Name:

Supervisor Name:

Position:

Date: