

IT'S YOUR JOB: TAKE CHARGE OF IT

Personal Competence Rating Form

For Overall Performance, or for a Specific Task (write it here)

1 = Disagree Strongly 2 = Disagree Mildly 3 = Agree
4 = Agree Positively 5 = Agree Strongly

My
Competence

Knowing all about my job

1. I do all parts of my job requirements (description) competently. _____
2. I am competent in my job expertise. _____
3. I know all about the people (and their work) who give me work to do. _____
4. I know all about the people (and their work) to whom I give work to be done. _____
5. I know the organization's culture, values and its structure (the plans, procedures, and rules). _____
6. I know all about the industry our organization is part of. _____

Making Decisions

7. I promptly face up to situations needing decisions. _____
8. I gather all the facts surrounding a decision. _____
9. I seek others' opinions and inputs before making a decision. _____
10. I understand the consequences of my decisions. _____

Assigning and Being Assigned Work

11. As the assignor I make sure the person doing the work has the time, tools, equipment, materials, the place, and the expertise to do the job well. _____
12. As the assignee I have the time, tools, equipment, materials, the place, and expertise to do the job well. _____
13. As the assignee or assignor of tasks, I am always fair, friendly, ethical, cooperative... _____

- 14. As the assignee or assignor of tasks I am involved in setting objectives that are SMART: Specific, Measurable, Agreed-upon, Realistic and Time-bound. _____
- 15. I communicate with all concerned about the task being undertaken. _____
- 16. If I'm the assignee, I do the assignment competently. _____
- 17. I am held accountable or hold others accountable. _____
- 18. As the assignor I make sure there are consequences (both good and bad) depending upon how closely the objective is reached. _____

Influencing and Being Influenced

- 19. I have an open door and listen to others. _____
- 20. I help, teach or mentor others. _____

Coping

- 21. I successfully deal with things beyond my control that could negatively affect my thinking, behavior or deter me from meeting my objectives. _____
- 22. I don't let success go to my head. _____

Number of: 1s _____ 2s _____ 3s _____ 4s _____ 5s _____

General

In order to do my job competently and to meet my objectives: the people I work with know their jobs completely, always make good decisions, assign and do work competently, influence others and accept influence and successfully cope with things beyond their control. _____

Comments:

Interpretation: 1's and 2's = very poor, 2's and 3's = poor, 3's and 4's = good, 4's and 5's = excellent

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