

## Competency Assessment for **Demonstrating Adaptability and Flexibility**

The **Demonstrating Adaptability and Flexibility pathway** focuses on helping learners manage and thrive in the midst of change. Learners on this path will explore what change looks like, examine their feelings about change, and learn how to adapt and excel in the workplace.

In order for Support Staff to be recognized as competent in this pathway, their supervisor must sign off on their ability to demonstrate the skills associated with this competency. Our hope is that this will also include some conversation and feedback between staff members and their supervisor.

Supervisors can use this assessment of competency regardless of any training that has been undertaken. Staff members do not need to attend face-to-face sessions on the competencies unless they would like to enhance their learning in these areas and improve their skill. Submission of the assessment is voluntary.

### Performance Standards Options:

6. The individual can perform this skill satisfactorily and can lead others in performing it
5. The individual can perform this skill satisfactorily with initiative and adaptability to special problem situations
4. The individual can perform this skill satisfactorily with more than acceptable speed and quality
3. The individual can perform this skill satisfactorily without assistance and/or supervision
2. The individual can perform this skill satisfactorily but requires periodic assistance and/or supervision
1. The individual can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill



## Demonstrating Adaptability & Flexibility

Competency Assessment for:

(Staff Member's Name)

*Supervisors: please assess your employee's demonstration of the following skills according to the standard provided (page 1):*

### Competency Element: Develop ability to adapt to change in the work environment

Skills required	Looks like:	Minimum Standard:	Does the staff member meet the standard?
Think creatively for your situation	Exploring new and different ways of accomplishing your work or the tasks and processes involved in your work tasks.	Level 5	Yes No
Maintain or shift focus on operational goals in response to changing organizational priorities	Keeping a focus on individual and team work goals: using creative and critical thinking processes to alter your approach to solve challenges at work.	Level 5	Yes No
Embrace change in work and work environment even when there is some ambiguity	Making an effort to apply a positive mind set when faced with new situations at work, adapting to new ways of seeing and doing things.	Level 5	Yes No
Control and filter emotions in a constructive way	Applying emotional intelligence to recognize, validate, harness and stream your own and others' feelings as they arise in change.	Level 5	Yes No
Acquire new knowledge and skills	Searching for and learning new procedures, skills and processes as change occurs in the workplace	Level 5	Yes No
Demonstrate Self-Management	Examining your own inferences and judgments in order to separate your assumptions and biases from the facts at hand.	Level 4	Yes No
Demonstrate accountability	Applying logical inquisitive thinking - asking questions and validating ones answers, choices and decisions.	Level 4	Yes No

## Demonstrating Adaptability & Flexibility

Competency Assessment for: \_\_\_\_\_  
(Staff Member's Name)

*Supervisors: please assess your employee's demonstration of the following skills according to the standard provided (page 1):*

### Competency Element: Initiate change

Skills required	Looks like:	Minimum Standard:	Does the staff member meet the standard?
Create and implement change to facilitate improvements	Using creative thinking skills and techniques to innovate / renovate processes, projects and tasks.	Level 5	Yes No
Pursue professional development	Seeking out ways to learn more about effectively introducing change in the workplace.	Level 5	Yes No
Exercise judgment	Using creative and critical thinking skills to explore alternatives, challenge assumptions, and examine accuracy of beliefs.	Level 5	Yes No
Identify and solve problems	Using critical thinking skills to break down the problem/subject into parts, detect multiple views, question evidence, hypothesize alternatives and come to sound conclusions.	Level 5	Yes No

**I attest that I have met with the employee and that this assessment is accurate.**

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Name)

### Recommendation:

In order to further enhance my competency in Adaptability & Flexibility, I plan to leverage the following education, exposure, or experience:

How would you like to be recognized by your supervisor for your competency?

- Organize an Emotional Intelligence, Business Process Mapping or change strategy session for your team (facilitation and material costs not included)
- Attend a Business Process Mapping (BPM) workshop – free!
- Split the cost of Faculty Extension's "Beyond the Box" course EXGEN 3804
- Other: something related to this competency that you would like to do to celebrate your learning? \_\_\_\_\_