

Competency Assessment for *Thrive as a Team Member*

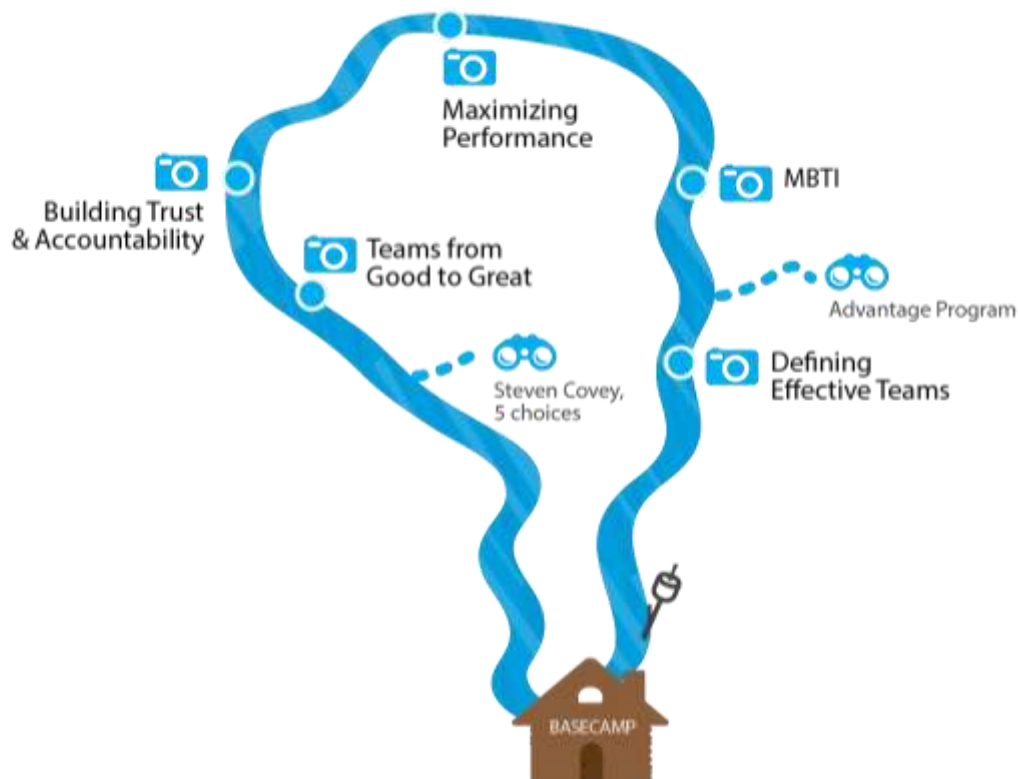
*The **Thrive as a Team Member** pathway is dedicated to helping learners work effectively as part of a team. Learners on this path will develop skills and strategies for recognizing their own strengths, contributing to team success, and helping motivate and encourage others.*

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



Thrive as a Team Member 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: Identify coaching and mentorship skills

Skills required	Looks like:	Minimum Standard:	Does the staff member meet the standard?
Encourage knowledge transfer	Developing self-awareness about skills and strengths and encouraging others to share their unique strengths and abilities among the team	Level 3	Yes No
Accept and provide constructive feedback	Pursuing coaching and feedback to further develop these skills for yourself	Level 5	Yes No
Model Professionalism	Creating agreements and support for the people on the team to maximize performance	Level 3	Yes No
Demonstrate Self-Management	Maintaining a positive and resilient approach with others	Level 3	Yes No
Pursue professional development	Seeking opportunities to engage in learning to build skill and practice in coaching and mentorship	Level 3	Yes No
Demonstrate accountability	Following through on the agreements made with others (Do what you say you will do)	Level 3	Yes No
Pursue personal development	Actively seeking out a coach and/or mentor to assist your learning and growth potential	Level 3	Yes No
Develop plans and organize resources	Supporting others learning and growth through a process of mutual inquiry and exploration	Level 3	Yes No
Demonstrate integrity	Showing care and being reliable by using an open approach with people during all interactions	Level 3	Yes No
Demonstrate dependability	You are looked to by others to demonstrate and build team spirit and identity	Level 3	Yes No
Exercise judgment	Tailoring thoughtful questions for others in support of their learning	Level 3	Yes No
Use diplomacy and tact when interacting with others	Applying awareness, discretion and thoughtful communication practices	Level 5	Yes No
Identify and solve problems	Skillfully inquiring with people to uncover different perceptions and assumptions	Level 3	Yes No
Protect the reputation of the department and University	Acting as leaders and role models among team members and community members	Level 3	Yes No
Demonstrate a sensitivity to diversity	Acknowledging others perspectives as valuable and contributing to the conversation	Level 3	Yes No
Maintain confidentiality	Keeping team members confidences. (Not sharing another's story with anyone)	Level 3	Yes No

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

Competency Element: Collaborate to achieve team goals

Skills required	Looks like:	Minimum Standard:	Does the staff member meet the standard?
Adhere to team ground rules and norms	Demonstrating and advocate for the norms and customs of the team	Level 5	Yes No
Capitalize on skills of team members	Forming an understanding of the skills and abilities of the people on your team and sourcing team strengths to complete tasks	Level 5	Yes No
Build team relationships	Developing positive respectful and genuine rapport with team members	Level 5	Yes No
Strive toward common goals	Carrying out work tasks in pursuit of the advancement of the teams' objectives	Level 5	Yes No
Acknowledge contributions and ideas	Seeking out divergent perspectives as valuable insights for the team	Level 5	Yes No
Share workload, encourage and coach others	Actively volunteering for opportunities to share tasks, promoting the work of others and supporting them in striving for excellence	Level 5	Yes No
Apply interpersonal skills	Selecting suitable communication techniques based on individuals, context and circumstances	Level 5	Yes No
Celebrate achievements	Making time to build recognition of your own and of others accomplishments	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)

<p>Recommendation:</p> <p>In order to further enhance my competency in Organizational Citizenship, I plan to leverage the following education, exposure, or experience:</p> <p>How would you like to be recognized by your supervisor for your competency?</p> <ul style="list-style-type: none"> ○ Your name and a short bio entry on your unit's website or blog ○ Mentoring or job shadow opportunity with an APO ○ Organize or co-organize a team development session for your team ○ Other: something related to this competency that you would like to do to celebrate your learning
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