

# Staff Competencies Worksheet

Employee:

Supervisor:

Date:

5 = Meets definition of competency

3 = shows some skill in the competency

1=lacks the competency

Rating

Scale

1 - 5

<b>Employee:</b>	
<b>Supervisor:</b>	
<b>Date:</b>	
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3 = shows some skill in the competency	<b>Scale</b>
<b>1=lacks the competency</b>	<b>1 - 5</b>
<b>COMMUNICATION</b>	
Demonstrates effective verbal and written skills. Utilizes various styles (visuals, pictures, graphs, charts, narrative, etc). to get ideas across.	0
Confirms what is said to ensure mutual understanding.	0
Is able to present and communicate information publically for both large and small audiences.	0
Asks perceptive questions.	0
Respects others' points of view.	0
Accepts and delivers feedback in a constructive manner.	0
Watches and responds for nonverbal cues.	0
Can clearly articulate a message.	0
Adapts to audiences.	0
Uses active listening to better understand all perspectives.	0
<b>AVERAGE</b>	<b>0.00</b>
<b>ADAPTABILITY</b>	
Anticipates changing circumstances and acts proactively to prevent crises.	0
Responds in an open-minded, constructive and focused way.	0
Maintains effective performance during and after high-stress situations.	0
Portrays a positive and professional approach when faced with challenges.	0
Learns and performs a variety of tasks and juggles multiple priorities.	0
Is comfortable with ambiguity.	0
Is receptive to advancements in technology that can help productivity.	0
<b>AVERAGE</b>	<b>0.00</b>
<b>MEMBER RELATIONSHIP MANAGEMENT</b>	
Puts the member at the center of every activity process and communication.	0
Engages members to improve their experience with your organization	0
Focuses on generating and/or deepening significant relationships with members.	0
Shares member information with others who need to know.	0
Develops rapport easily with a variety of people.	0
Modifies communication style and interpersonal approach to fit the personality and style of others.	0
Engenders trust through honest and dependable interactions.	0
Understands the importance of honing in on what is important to the other person.	0
Is approachable and displays sincerity and openness.	0
Welcomes feedback to enhance the relationship.	0
Reaches out to a variety of potential new members and partners	0
<b>AVERAGE</b>	<b>0.00</b>

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<b>RESULTS ORIENTATION</b>	
Is outcome oriented in decisions and actions.	0
Thinks in terms of "what can I accomplish?".	0
Does not lose sight of the end result because they are focused on the details.	0
Keeps their eye on what is important and focuses on the end result while still giving app	0
Meets deadlines.	0
Is aware of status of assignments and keeps others in the loop.	0
<b>AVERAGE</b>	<b>0.00</b>
<b>SELF-STAFF DEVELOPMENT</b>	
Actively participates in self-development through learning and development opportunities	0
Seeks out opportunities to become not only more proficient in his/her role, but gain more	0
Is familiar with developmental resources.	0
(For supervisors): Schedules and holds regular staff "coaching" meetings with direct rep	0
Develops vision for his/her direct reports to help staff understand "where they need to go	0
<b>AVERAGE</b>	<b>0.00</b>
<b>STRATEGIC THINKING</b>	
Utilizes knowledge of the sport system to leverage the sport organization's strengths.	0
Seeks out new opportunities to enhance membership and to extend competitive advantage	0
Understands the pros and cons of pursuing different approaches for long-term results.	0
Analyzes data and problems in a systematic manner and understands problems before	0
Breaks down concepts, issues and problems into their component parts.	0
<b>AVERAGE</b>	<b>0.00</b>
<b>TECHNICAL EXPERTISE</b>	
Commands a thorough understanding of the subject matter for their role.	0
Is proficient at the substantive knowledge and information needed for their role.	0
Keeps current and up to date with new information for their role.	0
<b>AVERAGE</b>	<b>0.00</b>
<b>ACCOUNTABILITY/COMMITMENT TO THE SPORT</b>	