

Sample of Competency Behavior Statements and Self-Rating Scale

COMMUNICATION COMPETENCY RATING SCALE					
Instructions: Please indicate how much you agree or disagree with the following statements.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I express myself effectively and in a way that engages, inspires, and builds commitment to the Rawhide Mission.	1	2	3	4	5
I consider myself to be an active listener.	1	2	3	4	5
I use active listening skills including open-ended questions, reflecting, and summarizing techniques.	1	2	3	4	5
I deliver information directly to the appropriate recipient in a respectful manner (Deliver the mail to the correct person).	1	2	3	4	5
I create a climate where information can be shared.	1	2	3	4	5
I ensure that others involved in a project or effort are kept informed and developments and plans.	1	2	3	4	5
I make sure that regular consistent communication takes place where necessary.	1	2	3	4	5
I keep manager informed about progress and problems.	1	2	3	4	5
I give constructive feedback in a respectful manner.	1	2	3	4	5
I receive constructive feedback in a respectful manner.	1	2	3	4	5

ACTIVE LISTENER RATING SCALE

<u>Instructions:</u> Please indicate how much you agree or disagree with the following statements.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I show I am paying attention by minimizing distractions and using encouraging body language.	1	2	3	4	5
I listen with empathy and seek to understand not to be right.	1	2	3	4	5
I avoid interruptions and judgements.	1	2	3	4	5
I use clarifying questions when needed.	1	2	3	4	5
I provide feedback when asked.	1	2	3	4	5

ACTION PLAN FOR GOAL

Highest Priority

Goal to Achieve	
Expected Outcomes (What you hope to learn or accomplish)	
Specific Actions I will take	
Target completion date/s	
Who will assist you? How will they assist you?	

What will success look like for you when this is completed?