Interpersonal/Organizational Skills Assessment

Review Information

Your Name:

Date: Review Period: to

Guidelines

Complete this review, using the following scale: **NA** = *Not Applicable*
                                                    1 = *Needs Work (Unsatisfactory)*
                                                    2 = *Gets By* (*Marginal*)
                                                    3 = *Meets Requirements*
                                                    4 = *Exceeds Requirements*
                                                    5 = *Exceptional*

Repeat the review annually and compare your yearly scores.

Communication

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Processes received information	☐	☐	☐	☐	☐
Listens to others	☐	☐	☐	☐	☐
Communicates effectively					
Verbal communications	☐	☐	☐	☐	☐
Written communications such as reports	☐	☐	☐	☐	☐
E-mail etiquette	☐	☐	☐	☐	☐
Telephone etiquette	☐	☐	☐	☐	☐

Leadership

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Leads by example	☐	☐	☐	☐	☐
Finds realistic solutions	☐	☐	☐	☐	☐
Acts decisively; meets problems head-on	☐	☐	☐	☐	☐
Brings out the best in team members	☐	☐	☐	☐	☐
Resolves conflicts	☐	☐	☐	☐	☐
Establishes clear expectations	☐	☐	☐	☐	☐
Provides necessary resources	☐	☐	☐	☐	☐
Delegates clearly	☐	☐	☐	☐	☐

Relationships

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Strong customer advocate	☐	☐	☐	☐	☐
Sets aside personal biases and wants	☐	☐	☐	☐	☐
Gives good, practical advice	☐	☐	☐	☐	☐
Fosters loyalty in employees	☐	☐	☐	☐	☐

Project Management

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Prioritizes tasks	☐	☐	☐	☐	☐
Responds quickly and well to problems	☐	☐	☐	☐	☐
Manages costs effectively	☐	☐	☐	☐	☐
Develops new strategies	☐	☐	☐	☐	☐
Organizes tasks	☐	☐	☐	☐	☐

Productivity

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Makes realistic goals	☐	☐	☐	☐	☐
Meets deadlines	☐	☐	☐	☐	☐
Comes in under budget	☐	☐	☐	☐	☐
Works smarter, not harder	☐	☐	☐	☐	☐
Looks for efficiencies	☐	☐	☐	☐	☐
Completes tasks	☐	☐	☐	☐	☐

Personal Development

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Even-tempered under pressure	☐	☐	☐	☐	☐
Sets high standards for self	☐	☐	☐	☐	☐
Sets challenging goals	☐	☐	☐	☐	☐

Skill indicator

	1	2	3	4
Identifies what needs to be done	1	2	3	4
Makes sound judgements over priorities	1	2	3	4
Develops a broad plan of action	1	2	3	4
Sets clear objectives	1	2	3	4
Regularly reviews priorities	1	2	3	4
Establishes clear priorities	1	2	3	4
Builds controls and milestones into activities / projects	1	2	3	4
Plans activities in advance	1	2	3	4
Allocates realistic timescales for activities	1	2	3	4
Plans allow for possible changing circumstances	1	2	3	4
Organises others' time effectively and efficiently	1	2	3	4
Effectively deploys people and resources	1	2	3	4

	1	2	3	4
I am able to make decisions and prioritise in line with our beliefs, values and objectives	1	2	3	4
I am prepared to take the initiative and be accountable for my actions	1	2	3	4
I am able to judge when to debate and when to follow in order to deliver results	1	2	3	4
I am consciously looking to simplify our communications and systems	1	2	3	4
I am willing to give and receive constructive feedback that will improve performance	1	2	3	4
I am ready to change in order to make things happen	1	2	3	4
I am committed to the learning and development of staff and volunteers	1	2	3	4
I am confident in taking calculated/managed risks - when skilled to do so	1	2	3	4
I am accepting of people's differences and appreciate the creative contribution that diversity brings	1	2	3	4
I am respectful and supportive of others	1	2	3	4