This form is intended for the applicant to assess his/her competencies important to the respective position. The supervisor should also assess the applicant using this form. This document is a template so the relevant competencies should be included.

**Applicant Name: Supervisor Name:**

**Applicant’s Current Title: Supervisor Title:**

| **Example Leadership Competencies** | **Rating** | | |
| --- | --- | --- | --- |
|  | **Needs Improvement** | **Proficient** | **Mastery (Can Teach)** |
| Strategic Focus |  |  |  |
| Continuous Development |  |  |  |
| Innovativeness |  |  |  |
| Managing Performance |  |  |  |

| **Example Leadership Competencies** | **Rating** | | |
| --- | --- | --- | --- |
|  | **Needs Improvement** | **Proficient** | **Mastery (Can Teach)** |
| Process and Product Improvement |  |  |  |
| Presentation Skills |  |  |  |
| Using Technology |  |  |  |

| **Example Leadership Competencies** | **Rating** | | |
| --- | --- | --- | --- |
|  | **Needs Improvement** | **Proficient** | **Mastery (Can Teach)** |
| Determine Client Needs and Articulate |  |  |  |
| Create a Budget |  |  |  |
| Ability to Lead team through projects |  |  |  |