

Non-Supervisory Assessment Questions and Competencies Addressed

The table below shows the job competencies that each of the questions on the non-supervisory assessment address. The questions will not appear in the same order as shown below.

<p>Self-Management - <i>The ability to harness one's emotions, thoughts, and behaviors effectively in different situations and to achieve goals and aspirations.</i></p>
<p>1) My previous supervisors (or teachers, if not previously employed) would say that I finish projects.</p> <ul style="list-style-type: none"> a) <i>Always ahead of schedule</i> b) <i>Frequently ahead of schedule</i> c) <i>On time</i> d) <i>Close to on time</i> e) <i>Somewhat behind schedule</i>
<p>Accountability - <i>Assumes responsibility for successfully accomplishing work objectives and delivering business results; setting high standards of performance for self and others.</i></p>
<p>2) When crunched for time it's acceptable to cut a few corners.</p> <ul style="list-style-type: none"> a) <i>Never</i> b) <i>Rarely</i> c) <i>Sometimes</i> d) <i>Often</i> e) <i>Always</i>
<p>3) People who know me would say I really want to get things right all of the time.</p> <ul style="list-style-type: none"> a) <i>Strongly disagree</i> b) <i>Moderately disagree</i> c) <i>Disagree a little</i> d) <i>Neither agree nor disagree</i> e) <i>Agree a little</i>
<p>Attention to Detail - <i>Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small.</i></p>
<p>4) Rate yourself on willingness to perform the same task over and over.</p> <ul style="list-style-type: none"> a) <i>High</i> b) <i>Above average</i> c) <i>Average</i> d) <i>Below average</i> e) <i>Low</i>
<p>5) I notice little things that others do not notice.</p> <ul style="list-style-type: none"> a) <i>Mostly True</i> b) <i>Mostly False</i>
<p>6) I do not spend time checking for small mistakes.</p> <ul style="list-style-type: none"> a) <i>Mostly True</i> b) <i>Mostly False</i>
<p>Flexibility - <i>The ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.</i></p>
<p>7) My most recent supervisors would say that I am good at adapting to new situations at work.</p> <ul style="list-style-type: none"> a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
<p>8) I wish the world would always stay the same as it is now.</p> <ul style="list-style-type: none"> a) <i>Mostly True</i> b) <i>Mostly False</i>

9) People I work with would say that, once I develop a plan of action, I stick to it no matter what. a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
10) I think it is very important to have a job where I don't have to go through a lot of "red tape" to get things done. a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
11) My recent supervisors would say that I am willing to listen to and consider new ideas and solutions. a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
12) I feel uncomfortable around people who are different from me. a) <i>Mostly True</i> b) <i>Mostly False</i>
13) People I work with would say that I am very flexible and can easily adapt to change. a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
14) People say I am stubborn. a) <i>Mostly True</i> b) <i>Mostly False</i>
15) My supervisor(s) or teacher(s) would say that I need things spelled out more exactly and with more certainty than do most people. a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
Interpersonal Skills - <i>The ability to foster and maintain healthy, mutually beneficial relationships with others, and the capacity for interdependence and collaboration.</i>
16) My peers would say that I adjust my style of interacting with others depending on the situation or circumstance. a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i>
17) My previous supervisors (or teachers if not previously employed) would most likely describe my ability to get along with others as: a) <i>Superior</i> b) <i>Above average</i> c) <i>Average</i> d) <i>Below average</i> e) <i>Do not know</i>

<p>18) I can think of specific cases where I have been able to calm down others who were irate or angry about something.</p> <p>a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i></p>
<p>19) My coworkers would say that I do a good job at “keeping my cool” when dealing with people who are angry.</p> <p>a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i></p>
<p>20) My peers would probably describe me as:</p> <p>a) <i>Always at ease when working with others</i> b) <i>Usually at ease when working with others</i> c) <i>Occasionally at ease when working with others</i> d) <i>Rarely at ease when working with others</i> e) <i>Never at ease when working with others</i></p>
<p>21) I prefer to work by myself than in a group with other people.</p> <p>a) <i>Strongly Disagree</i> b) <i>Disagree</i> c) <i>Neither Disagree nor Agree</i> d) <i>Agree</i> e) <i>Strongly Agree</i></p>
<p>22) My peers would describe me as someone who is willing to meet others "halfway":</p> <p>a) <i>Always</i> b) <i>Very often</i> c) <i>Often</i> d) <i>Sometimes</i> e) <i>Rarely or never</i></p>
<p>Dependability - <i>The quality of an individual to be counted on to fulfill their responsibilities, meet deadlines, and deliver results consistently.</i></p>
<p>23) I do not like for people to rely on me.</p> <p>a) <i>Mostly True</i> b) <i>Mostly False</i></p>
<p>24) I am rarely late for appointments.</p> <p>a) <i>Mostly True</i> b) <i>Mostly False</i></p>
<p>25) I only work hard when the outcome will affect me.</p> <p>a) <i>Mostly True</i> b) <i>Mostly False</i></p>
<p>Control - <i>The ability to have meaningful influence over how, when, and where work gets done and to do it in an orderly way.</i></p>
<p>26) I do not take arguments at work personally.</p> <p>a) <i>Mostly True</i> b) <i>Mostly False</i></p>
<p>27) When I get frustrated, I say things that I do not mean.</p> <p>a) <i>Mostly True</i> b) <i>Mostly False</i></p>
<p>28) I get careless when I am stressed.</p> <p>a) <i>Mostly True</i> b) <i>Mostly False</i></p>

29) I get overwhelmed by my feelings easily.

- a) *Mostly True*
- b) *Mostly False*

Integrity - *The ability to gain the confidence and trust of others through honesty, authenticity, and acceptance of responsibility.*

30) Doing personal chores on company time is stealing.

- a) *Mostly True*
- b) *Mostly False*

31) I follow the rules.

- a) *Mostly True*
- b) *Mostly False*

32) I use supplies from work for personal purposes.

- a) *Mostly True*
- b) *Mostly False*

Cooperation - *The ability to be aware of our performance in the context of other people's performance and work with others to achieve group and organizational goals.*

33) I feel uncomfortable around strangers.

- a) *Mostly True*
- b) *Mostly False*

Supervisory Assessment Questions and Competencies Addressed

The table below shows the job competencies that each of the questions on the non-supervisory assessment address. The questions will not appear in the same order as shown below.

<p>Attention to Detail - <i>Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small.</i></p>
<p>1) Which of the following supervisory payroll (time and attendance) activities have you carried out? (Select all that apply.)</p> <ul style="list-style-type: none"> a) <i>Explained payroll procedures to employees (i.e., preparation and submission).</i> b) <i>Reviewed payroll or expense entries for approval/rejection.</i> c) <i>Responded to employee questions or concerns related to payroll.</i> d) <i>Approved payroll submissions in an employee payroll system.</i> e) <i>None of the above.</i>
<p>Dependability - <i>The quality of an individual to be counted on to fulfill their responsibilities, meet deadlines, and deliver results consistently.</i></p>
<p>2) Select the ONE response that best represents your experience completing tasks or assignments with inflexible deadlines.</p> <ul style="list-style-type: none"> a) <i>I have no experience completing tasks or assignments with inflexible deadlines.</i> b) <i>I have completed tasks or assignments with inflexible deadlines based on a plan or instructions provided by others.</i> c) <i>I have conveyed instructions to others regarding carrying out tasks or assignments with inflexible deadlines.</i> d) <i>I have developed an action plan for completing tasks or assignments with inflexible deadlines to be followed by others.</i> e) <i>I have developed a plan for completing tasks or assignments with inflexible deadlines that served as a model for operational improvements outside my own team or group.</i>
<p>3) How often have you stayed up late several nights to finish a work project? (Working late to finish projects.)</p> <ul style="list-style-type: none"> a) <i>very often</i> b) <i>often</i> c) <i>sometimes</i> d) <i>seldom</i> e) <i>never</i>
<p>4) How often do you make notes at night about work to be done the next day? (Making work notes at night.)</p> <ul style="list-style-type: none"> a) <i>very often</i> b) <i>often</i> c) <i>sometimes</i> d) <i>seldom</i> e) <i>never</i>
<p>Cooperation - <i>The ability to be aware of our performance in the context of other people's performance and work with others to achieve group and organizational goals.</i></p>
<p>5) Which of the following training activities have you carried out in support of a team or group of employees? (Select all that apply.)</p> <ul style="list-style-type: none"> a) <i>Conducted a formal (e.g., classroom) training session to explain processes or procedures.</i> b) <i>Reviewed training material or manuals for needed updates.</i> c) <i>Provided or coordinated on-the-job training opportunities for employees/team members.</i> d) <i>Evaluated trainees' performance in on-the-job training.</i> e) <i>None of the above.</i>
<p>6) Which of the following problem resolution activities have you carried out in support of a group of employees? (Select all that apply.)</p> <ul style="list-style-type: none"> a) <i>Resolved informal complaints or grievances.</i> b) <i>Recommended strategies to meet timelines following work delays, low productivity or unexpected obstacles.</i> c) <i>Documented and referred problems to the appropriate authority.</i> d) <i>Coordinated with colleagues or managers to reconcile differences or resolve problems.</i> e) <i>None of the above.</i>

<p>7) How often have your supervisors come to you for new ideas about overcoming problems at work? (Providing innovative problem-solving ideas.)</p> <ul style="list-style-type: none"> a) <i>very often</i> b) <i>often</i> c) <i>sometimes</i> d) <i>seldom</i> e) <i>never</i>
<p>8) If I had to lead a group of strangers, I could do it very well. (Leading a group of strangers.)</p> <ul style="list-style-type: none"> a) <i>strongly agree</i> b) <i>agree</i> c) <i>neither agree nor disagree</i> d) <i>disagree</i> e) <i>strongly disagree</i>
<p>9) I could do a good job of coordinating the activities of team members if I were leading a team. (Coordinating team member activities.)</p> <ul style="list-style-type: none"> a) <i>strongly agree</i> b) <i>agree</i> c) <i>neither agree nor disagree</i> d) <i>disagree</i> e) <i>strongly disagree</i>
<p>Interpersonal Skills - <i>The ability to foster and maintain healthy, mutually beneficial relationships with others, and the capacity for interdependence and collaboration.</i></p>
<p>10) <i>Have you actively participated in any group activities where you played a central role in planning, organizing, or coordinating activities, even if it was not in a formal supervisory capacity?</i></p> <ul style="list-style-type: none"> a) <i>Not at all - I have never actively participated in group activities in such a capacity.</i> b) <i>Limited - I have occasionally participated in group activities where I played a central role in planning, organizing, or coordinating, but it has been infrequent.</i> c) <i>Moderate - I have actively participated in group activities periodically, taking on central roles in planning, organizing, or coordinating activities.</i> d) <i>Extensive - I have frequently participated in various group activities, consistently playing central roles in planning, organizing, or coordinating, demonstrating a strong commitment to group leadership.</i> e) <i>Comprehensive - I have consistently and actively participated in a wide range of group activities, regularly taking on central roles in planning, organizing, or coordinating activities, showcasing a strong dedication to group involvement and leadership.</i>
<p>11) <i>Which of the following communication activities have you carried out in support of a team or group of employees? (Select all that apply.)</i></p> <ul style="list-style-type: none"> a) <i>Communicated management goals and objectives to employees.</i> b) <i>Resolved employee concerns regarding project goals, objectives, policies or procedures.</i> c) <i>Conducted staff meetings or project meetings.</i> d) <i>Communicated operational or procedural changes to employees.</i> e) <i>None of the above.</i>
<p>Accountability - <i>Assumes responsibility for successfully accomplishing work objectives and delivering business results; setting high standards of performance for self and others.</i></p>
<p>12) <i>Which of the following performance management activities have you carried out? (Select all that apply.)</i></p> <ul style="list-style-type: none"> a) <i>Evaluated subordinate performance and conduct.</i> b) <i>Provided feedback to subordinates on their job performance.</i> c) <i>Provided guidance or counseling to underperforming subordinates.</i> d) <i>Communicated staffing changes (e.g., project downsizing) to subordinates.</i> e) <i>None of the above.</i>

Knowledge - *No specific competency addressed. This is a knowledge-based question.*

13) *Select the ONE response that best represents your level of knowledge of Equal Employment Opportunity (EEO) laws and regulations in employee hiring, training/development, and supervision.*

- a) I have a general understanding of EEO laws and regulations.*
- b) I have completed training on EEO laws and regulations.*
- c) I can recognize if a particular supervisory practice or action is inconsistent with EEO laws, regulations and guidance.*
- d) I can explain to others the relevance of EEO laws and regulations in the contexts of employee hiring, training/development, and supervision.*
- e) None of the above.*