

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.

Self-Management - <i>The ability to harness one's emotions, thoughts, and behaviors effectively in different situations and to achieve goals and aspirations.</i>	
1) My previous supervisors (or teachers, if not previously employed) would say that I finish projects.	a) Always ahead of schedule b) Frequently ahead of schedule c) On time d) Close to on time e) Somewhat behind schedule
Accountability - <i>Assumes responsibility for successfully accomplishing work objectives and delivering business results; setting high standards of performance for self and others.</i>	
2) When crunched for time it's acceptable to cut a few corners.	a) Never b) Rarely c) Sometimes d) Often e) Always
3) People who know me would say I really want to get things right all of the time.	a) Strongly disagree b) Moderately disagree c) Disagree a little d) Neither agree nor disagree e) Agree a little
Attention to Detail - <i>Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small.</i>	
4) Rate yourself on willingness to perform the same task over and over.	a) High b) Above average c) Average d) Below average e) Low
5) I notice little things that others do not notice.	a) Mostly True b) Mostly False
6) I do not spend time checking for small mistakes.	a) Mostly True b) Mostly False
Flexibility - <i>The ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.</i>	
7) My most recent supervisors would say that I am good at adapting to new situations at work.	a) Strongly Disagree b) Disagree c) Neither Disagree nor Agree d) Agree e) Strongly Agree
8) I wish the world would always stay the same as it is now.	a) Mostly True b) Mostly False

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>

18) I can think of specific cases where I have been able to calm down others who were irate or angry about something. 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>
19) My coworkers would say that I do a good job at "keeping my cool" when dealing with people who are angry. 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>
20) My peers would probably describe me as: 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>
21) I prefer to work by myself than in a group with other 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>
22) My peers would describe me as someone who is willing to meet others "halfway": a) <i>Always</i> b) <i>Very often</i> c) <i>Often</i> d) <i>Sometimes</i> e) <i>Rarely or never</i>
Dependability - <i>The quality of an individual to be counted on to fulfill their responsibilities, meet deadlines, and deliver results consistently.</i>
23) I do not like for people to rely on me. a) <i>Mostly True</i> b) <i>Mostly False</i>
24) I am rarely late for appointments. a) <i>Mostly True</i> b) <i>Mostly False</i>
25) I only work hard when the outcome will affect me. a) <i>Mostly True</i> b) <i>Mostly False</i>
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>
26) I do not take arguments at work personally. a) <i>Mostly True</i> b) <i>Mostly False</i>
27) When I get frustrated, I say things that I do not mean. a) <i>Mostly True</i> b) <i>Mostly False</i>
28) I get careless when I am stressed. a) <i>Mostly True</i> b) <i>Mostly False</i>

29) I get overwhelmed by my feelings easily. a) <i>Mostly True</i> b) <i>Mostly False</i>
Integrity - <i>The ability to gain the confidence and trust of others through honesty, authenticity, and acceptance of responsibility.</i>
30) Doing personal chores on company time is stealing. a) <i>Mostly True</i> b) <i>Mostly False</i>
31) I follow the rules. a) <i>Mostly True</i> b) <i>Mostly False</i>
32) I use supplies from work for personal purposes. a) <i>Mostly True</i> b) <i>Mostly False</i>
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>
33) I feel uncomfortable around strangers. a) <i>Mostly True</i> b) <i>Mostly False</i>

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.

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

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

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.