

**FORM 1**

This competency self-assessment process is designed to help you identify your areas of strength and areas for development as a leader/ manager in the Public Service of Newfoundland and Labrador.

The assessment tool is comprised of the behavioural descriptors for the core leadership competencies for the Government of Newfoundland and Labrador. The behaviours are grouped in nine competency clusters. This assessment will assist you in highlighting the leadership behaviours you demonstrate repeatedly and which ones require development.



**Instructions**

Please review each statement carefully. Before you record your response, you should try to recall examples of situations where you have demonstrated the behaviour. This will assist you in choosing the appropriate response. Using the following scale, please indicate how frequently you demonstrate the behaviour:

- **ALMOST NEVER** – I rarely act in this manner.
- **OCCASIONALLY** – I sometimes act in this manner.
- **FREQUENTLY** – I regularly act in this manner and I can provide recent examples.
- **ALMOST ALWAYS** – I always behave in this way and I can illustrate with many recent examples.


In column 2, using the following scale, you are asked to indicate how important these behaviours are in your current role as a Leader/Manager:

- **NOT IMPORTANT**- this behaviour is not relevant in this role
- **SOMEWHAT IMPORTANT**- relevant, but you can be successful without application of this behaviour
- **IMPORTANT**- it would be difficult to be successful without application of this behaviour
- **CRITICAL**- it would be impossible to be successful without application of this behaviour

To determine whether the competency is considered a “priority learning area”, reflect on the following points:

- Review your completed assessment.
- Ask yourself, “Is this competency essential to the achievement of business results in the next 6-12 months?”
- Look for those competencies you rated as “Almost Never” or “Occasionally” and you considered these competencies to be “Important” or “Critical”.
- Your discussion with your manager will also inform which of the competencies are considered to be priority learning for you. Your Department’s workforce plans, succession plans and departmental goals and needs should be a significant consideration.
- If your manager or peer(s) completed the “Peer Feedback” form, use the results to validate your assessment.
- By scoring “Frequently” or “Almost Always” for some behaviours, this indicates that you may have strength in this competency area.
- The lower ratings may indicate that you have not had opportunities to demonstrate these competencies.

DATE: \_\_\_\_\_


 <b>COMMUNICATION</b> Shares information effectively within and outside the public service.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>		<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>
Ensures information is shared to all relevant people in a prompt and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates in a respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts communication methods for the intended audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes in a clear and concise manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively listens to others to ensure a full understanding of what they are saying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an effective presentation style for lectures, presentations, focus groups or organized talks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to government's policy regarding formal communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>DECISION MAKING</b> Makes, and takes responsibility for, appropriate decisions in a timely manner.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
Actively seeks and analyzes relevant information to help resolve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes decisions that are consistent with organizational goals and values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies analytical skills throughout the decision making process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility for decisions made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implements and evaluates decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>RELATIONSHIP BUILDING</b> Identifies, builds and maintains working relationships and partnerships that are important to the achievement of Government's objectives.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
Initiates working relationships to support departmental and government objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains working relationships to achieve objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works collaboratively with others to achieve goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages employees to work cooperatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship Building continued on next page...

COMPETENCY SELF-ASSESSMENT TOOL


 <b>RELATIONSHIP BUILDING</b> Identifies, builds and maintains working relationships and partnerships that are important to the achievement of Government's objectives.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?				Priority Learning
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	
Respects and acknowledges the contribution of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides recognition of team achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses the value of entering into and remaining in partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deals with difficult situations quickly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses effective negotiation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>ETHICS AND PROFESSIONALISM</b> Acts in accordance with the values and beliefs of the public service.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?				Priority Learning
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	
Acts in a respectful manner to others regardless of gender, age, race, ability, sexual orientation, culture or religious beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains professional standards of ethics and integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects privacy and confidentiality of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by example to demonstrate respectful behaviour for the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


**Recent Examples:**

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COMPETENCY SELF-ASSESSMENT TOOL

 <b>STRATEGIC FOCUS</b> Demonstrates an understanding of the long-term issues and opportunities affecting your department and Government.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?				Priority Learning
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	
Demonstrates an understanding of government and its structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considers the “big picture” when making decisions about strategic directions and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures alignment of the divisional goals with the organization’s goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implements policies in accordance with established purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands environmental influences (both internal and external to Government) and ensures plans to incorporate these influences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


**Recent Examples:**

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 <b>CREATIVITY AND INNOVATION</b> Encourages and supports innovative ideas and solutions that are beyond the conventional.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?				Priority Learning
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	
Demonstrates creativity when dealing with issues and identifying solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages new approaches and perspectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes calculated risks to optimize resources and improve delivery of services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays adaptability and flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>SERVICE DELIVERY</b> Serves the public interest by focusing effort on program policy, programs and services that support the direction of Government.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>		<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>
Identifies internal and external clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to understand clients' current and future needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accomplishes results which support government and departmental priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aligns policies and services with public need and the direction of government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilizes evidence-informed best practices in decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <b>SELF MANAGEMENT</b> Effectively manages one's time and work in order to achieve results.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
Prioritizes work and respects timelines when completing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes barriers to work productivity and takes action to minimize these barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages competing demands from multiple sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes need for assistance and requests help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learns from mistakes and successes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices stress management techniques to maintain effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pursues learning and development opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>RESOURCE MANAGEMENT</b> Manages all resources to achieve organizational goals.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
<b>PERFORMANCE MANAGEMENT</b> <i>Empowers and motivates employees to achieve results</i>										
Empowers others through delegation of responsibility and authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides ongoing positive and corrective feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gives employees a clear understanding of their individual goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addresses performance problems in a prompt and constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates conflict resolution strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes individuals' work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters continuous learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>RESOURCE MANAGEMENT</b> Manages all resources to achieve organizational goals.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
<b>FINANCIAL MANAGEMENT</b> <i>Manages financial resources and systems to achieve results.</i>										
Demonstrates an understanding of the budgeting process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages finances in accordance with approved budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets organizational financial reporting requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <b>RESOURCE MANAGEMENT</b> Manages all resources to achieve organizational goals.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
<b>INFORMATION TECHNOLOGY-</b> <i>Uses information technology (IT) resources and systems effectively to achieve business results</i>										
Manages assigned IT assets and resources (hardware and software) in a responsible manner according to Government guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses office productivity software (such as word processing, spreadsheets, presentations and email systems software) appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses government systems (such as TRIM, FMS, Travel Claims Management System) effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>RESOURCE MANAGEMENT</b> Manages all resources to achieve organizational goals.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
<b>INFORMATION MANAGEMENT-</b> <i>Manages information resources and systems to achieve business results.</i>										
Manages information in all formats, consistent with policies and legislation, in a secure, efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protects information to ensure both security of sensitive information and ready access to information for which no access restrictions apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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 <b>RESOURCE MANAGEMENT</b> Manages all resources to achieve organizational goals.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
<b>PROJECT MANAGEMENT-</b> <i>uses planning and organizing techniques to oversee project implementation</i>										
Develops realistic project plans that clearly outline project scope, objectives, deliverables, and resources needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors progress against plan on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipates potential road blocks and develops contingency plans in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <b>RESOURCE MANAGEMENT</b> Manages all resources to achieve organizational goals.	How frequently am I demonstrating this behaviour?				How important is this behaviour in my current role?					
	<i>Almost Never</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Almost Always</i>	<i>Not Important</i>	<i>Somewhat Important</i>	<i>Important</i>	<i>Critical</i>	<i>Priority Learning</i>	
<b>CHANGE MANAGEMENT</b> - the ability to effectively create positive change, manage change processes, and adapt to change.										
Demonstrates knowledge of the change process and how it affects self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates change as an opportunity for innovation and growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtains and provides resources to implement change initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages resistance to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recent Examples:**

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### Summary Page

Upon your completion of the self-assessment and peer assessment tools, review the following:

List the behaviours you identified to be “Critical” or “Important” to your role. Of these behaviours, how frequently are you demonstrating them?

You may also wish to consider those behaviours which are important or critical to your desired role in the public service.

Priorities for learning and development may include:

- those competencies you have considered to be “Critical” or “Important” and you are currently demonstrating these behaviours “Almost Never” or “Occasionally”.
- those competencies you have considered to be “Critical” or “Important” and you are currently demonstrating these behaviours “Almost Always” or “Frequently”. These may be competencies that you are required to continuously maintain current knowledge and skills to be effective in your role.

Priority Learning: \_\_\_\_\_  
\_\_\_\_\_

Be realistic as you identify learning and development priorities. Consider working toward one to two learning goals in the next 6-12 months. You are now ready to complete your learning plan (Form 3) using the insights you have gained from your assessment.