

UCSF STAFF DEVELOPMENT GUIDE: CORE COMPETENCY SELF-ASSESSMENT

Page 1 Directions

In the space to the right of each item, write the number that best represents **how frequently it describes who you are while at work**. This is not asking how important you think these items are, but how often you actually act in certain ways.

Then add the scores across each row and write the sum in the **lettered boxes** on the right. When you are done, turn to Page 2.

Use the following scale to rate yourself:

5 = Almost always or always

4 = Very often

3 = Often

2 = Sometimes

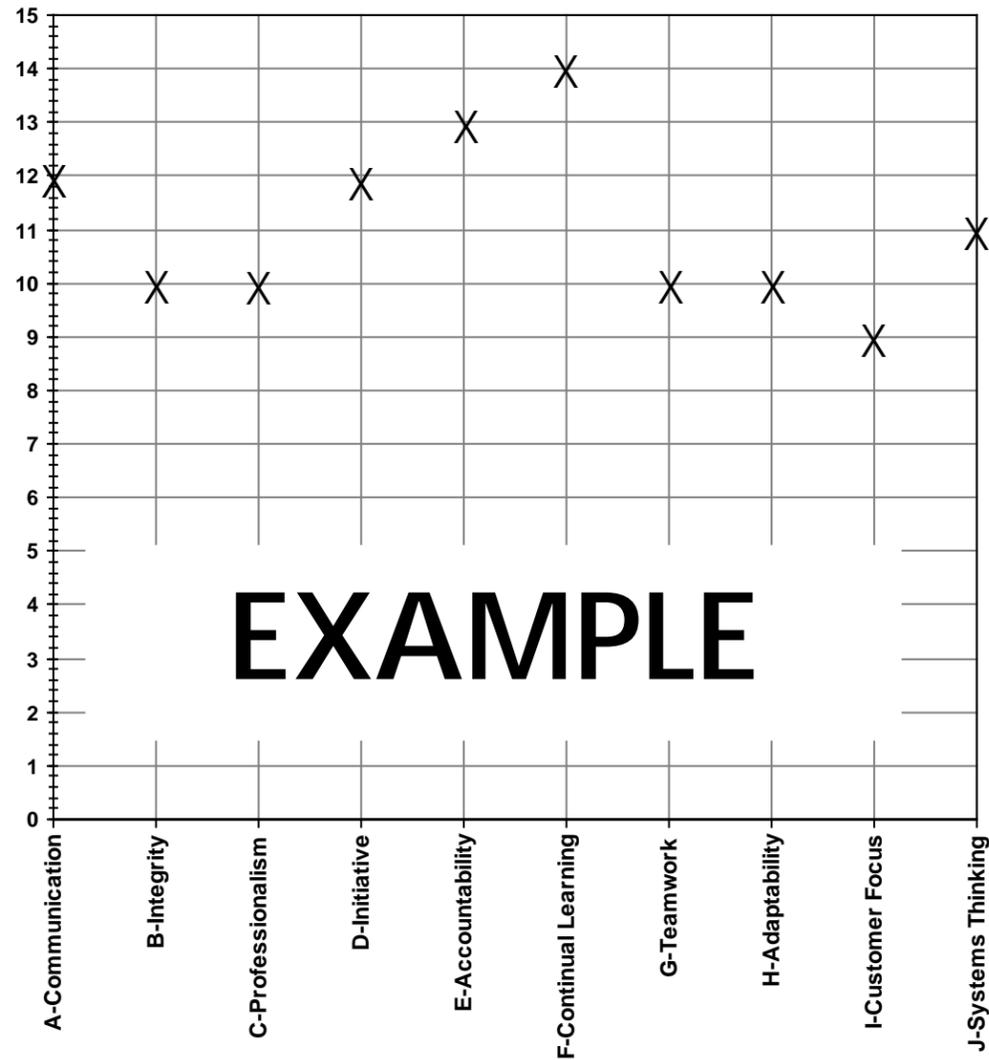
1 = Rarely or never

1.	Sharing my perceptions and opinions in a way that is understood by others		11.	In a disagreement, explaining the views of both sides with fairness		21.	Persuading and influencing others		A
2.	Doing the right thing, even when others don't		12.	Treating others with honesty, fairness and respect		22.	Keeping information confidential		B
3.	Helping others cope with stressful situations by maintaining my own composure and self-control		13.	Communicating engagement through my body posture and overall appearance		23.	Displaying a positive attitude		C
4.	Showing persistence, even when there are obstacles in the way of getting my job done		14.	Taking on challenging work goals		24.	Undertaking self-starting projects, tasks and programs		D
5.	Being timely in work, meetings and other commitments		15.	Following through with commitments and responsibilities		25.	Learning from my mistakes and make changes accordingly		E
6.	Learning about best practices for doing my job		16.	Listening to feedback and consider the ideas and opinions of others		26.	Growing my skills and knowledge through development activities		F
7.	Feeling pride in my role as a team member		17.	Supporting others to ensure our department's success		27.	Trying to establish good working relationships		G
8.	Listening to coworkers' suggestions about improving my performance		18.	Taking appropriate action even without having all the facts in hand		28.	Easily changing gears in response to unexpected events		H
9.	Asking questions to understand my customers' needs		19.	Providing prompt and efficient responses to the requirements of my customers		29.	Using empathy to dealing with irate customers		I
10.	Embodying the UCSF mission in my actions		20.	Acting in accordance with UCSF values		30.	Being aware of how my own work aligns with and supports UCSF priorities		J

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Page 2 Directions

Plot the number in each lettered box from Page 1 with an “X” on the corresponding lines in the graph to the right. An example is provided below. When you have completed your own graph, notice your highest and lowest scores. Are you surprised by the results? Does anything confirm what you already thought? Write a few comments about your results in the space below:



My Self-Assessment Results

