

Department of Human Resources

Supervisory Screening Rating Sheet

Rating Information

Review Date:		
Applicant Name:		Jurisdiction:
Reviewer Name:		

Reviewer Directions

Please complete this screening tool by using the following 4-point scales. For each competency, check the box that most closely matches your observations and knowledge of the applicant. You may also submit additional comments in the text field provided.

RATING GUIDELINES

Most of the time: Yes, clearly demonstrates expectations

Some of the time: Yes, barely demonstrates expectations

A little bit: No, progressing toward expectations

Hardly at all: No, does not meet expectations

Competencies to be rated

<i>Overall, has the applicant demonstrated:</i>	(3) Most of the time	(2) Some of the time	(1) A little bit	(0) Hardly at all	To clarify rating, please add comments below:
Interpersonal Relations: Ability to effectively express ideas and feelings; acknowledge other's feelings; shows evidence of respect and empathy for others					
Self-awareness/confidence: Maintains awareness of own attitudes, life experiences and cultural background and impact on others; focuses on own professional development to improve knowledge and skills; uses supervision to enhance own effectiveness; recognizes stressors and utilize effective strategies to perform professionally					
Critical Thinking: Ability to separate facts from assumptions; recognizes biases; identifies and follows up on insufficient information; knows knowledge limitations and looks at available resources; looks for patterns; questions own assessments and considers all case implications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability: Openness to new information and implications for practice; develops and refines structures to enhance effectiveness; encourages use of new strategies and practices; development and use of implementation and change management strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication skills: Open, timely and clear; presented in a manner than promotes understanding, implementation or resolution; provides feedback that is specific and constructive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Motivation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Maintain appropriate professional boundaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) Ask follow-up questions as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) Allow the participant to respond without unnecessary interruption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9) Demonstrate a good rapport with the interviewee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10) Accurately summarize or clarify communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11) Effectively monitor the pace of the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12) Follow a logical line of questioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13) Facilitate smooth transitions between conversational topics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Assessment of the 6 Supervisory Domains

<i>Overall, based on review of job related assessments and responses to interview questions, the applicant is expected to perform the following...</i>	(3) Most of the time	(2) Some of the time	(1) A little bit	(0) Hardly at all	To clarify rating, please add comments below:
1) Effective Leadership: promote ownership of DHR vision, mission, outcomes, goals, values, policies and procedures; model behaviors consistent with these; engage in supportive behaviors; facilitate open communication; maintain self-awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Build a foundation for staff performance: Clarify expectations, set standards for practice, monitor and provide feedback on performance; use data to assess performance; establish open, respectful relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Build the foundation for unit performance: Establish systems to evaluate critical unit functions; develop and maintain a cohesive and effective work team; manage work related conflict; create systems to enhance accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Promote the growth and development of staff: Orient new staff; assess learning needs and work with staff to enhance skills; encourage professional development; establish learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>5) Case consultation and clinical supervision: Self-awareness and its effect on supervisor-caseworker relationship; use of individual structured supervision; use of coaching approach; creation of environment facilitating openness, creativity, critical thinking and independence; creation of peer group supervision opportunities</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6) Managing effectively in the organization and community: Foster collaborative relationships; facilitate open communication between internal and external stakeholders; use change management processes; advocate for staff needs</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____