This form is available online at <http://www.fedcareerinfo.com> and is used to prepare Individual Development Plans. [*Take Charge of Your Federal Career*](https://www.amazon.com/Take-Charge-Your-Federal-Career/dp/0943641284?ie=UTF8&keywords=Take%20Charge%20of%20Your%20Federal%20Career&qid=1412956953&ref_=sr_1_1&s=books&sr=1-1)*; A Practical, Action-Oriented Career Management Workbook for Federal Employees* is also available.

Career Exploration Blog:  <http://www.federaljobs.net/blog>

Federal Jobs Center: <http://www.federaljobs.net>   
Federal Employee Retirement Planning Site: <http://www.federalretirement.net>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Managerial Competencies Rating Sheet | | | | | |
| # | Ratings | | | |  |
|  | 0 | 1 | 2 | 3 | Competency |
| 1 |  |  |  |  | Knowledge of Agency/Region/Division Organization, responsibilities and Role |
| 2 |  |  |  |  | Know Manager’s Role |
| 3 |  |  |  |  | Setting Objectives and Evaluating Accomplishments |
| 4 |  |  |  |  | Making Timely Decisions |
| 5 |  |  |  |  | Establishing Priorities |
| 6 |  |  |  |  | Developing and Implementing Action Plans for Program Accomplishment |
| 7 |  |  |  |  | Long Range Planning |
| 8 |  |  |  |  | Resource Organization and Structuring |
| 9 |  |  |  |  | Effective Delegating |
| 10 |  |  |  |  | Developing Performance Standards and Appraising Performance |
| 11 |  |  |  |  | Knowledge of Basic Management Support Systems, e.g., Budget, Management Systems, Logistics |
| 12 |  |  |  |  | Knowledge of Agency Personnel and EEO Policies |
| 13 |  |  |  |  | Planning for Adapting to a Changing Environment |
| 14 |  |  |  |  | Ability to Assess own Strengths and Limitations |
| 15 |  |  |  |  | Speaking/Communicating Skills |
| 16 |  |  |  |  | Writing Skills |
| 17 |  |  |  |  | Coaching and Counseling Subordinates |
| 18 |  |  |  |  | Giving and Receiving Feedback Constructively |
| 19 |  |  |  |  | Ability to Deal with Diversity in People and Viewpoints |
| 20 |  |  |  |  | Knowledge of Various Leadership Styles |
| 21 |  |  |  |  | Ability to Motivate Others |
| 22 |  |  |  |  | Ability to Negotiate |
| 23 |  |  |  |  | Familiarity with Technological Developments |
| 24 |  |  |  |  | Ability to supervise technical work of others |
| 25 |  |  |  |  | Know and Understand the Labor Management Relations processes |